

# SYSTEM POLICY

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## HR-68 - Nicotine Free Hiring

Owner: Human Resources

### Key Points

- This policy applies to The MetroHealth System (MHS) incoming employees.
- This policy outlines the prohibition of tobacco or nicotine use by incoming MHS employees to promote the safety, health and wellness of our organization and to comply with state and local ordinances.

### Policy

1. Employment:
  - 1.1. MHS does not hire people who use tobacco or nicotine products (including Electronic Cigarettes<sup>2</sup> and nicotine replacement therapy products).
  - 1.2. MHS informs incoming employees of this prohibition when applying for a job. Prospective employees are also informed they will be subject to nicotine screening during their pre-employment health screening.
  - 1.3. Incoming employees offered conditional employment are required to pass a cotinine test during their pre-employment health screening to remain eligible for the position.
  - 1.4. Candidates who fail a cotinine test for any reason may reapply to MHS after 90 days.
2. MHS requires that incoming employees sign an acknowledgement form indicating they do not use nicotine or tobacco products and will not use them so long as they are employed by MHS.

### End Notes

- <sup>1</sup> Electronic Cigarettes (e-cigarettes) - Battery-powered devices that provide inhaled doses of nicotine by way of a vaporized solution.

### References

[GEN-17 – Smoke Free Workplace](#)

[HR-36 - Corrective Action](#)

### Dates

Initiated June 2013, Revised May 2019

### Approved

Alan Nevel - SVP Chief Diversity & HR Officer  
MHS Policy Committee