

SYSTEM POLICY

HR-68 - Nicotine Free Hiring

Owner: Human Resources

Policy

1. The MetroHealth System (MHS) is committed to providing a healthy and safe environment for all employees, volunteers, patients, and visitors. To further this mission, as of June 1, 2013, MHS will no longer hire individuals who use or test positive for tobacco or nicotine products.

Purpose

2. To outline the System's policy regarding employee use of tobacco products as well as promote the safety, health, and wellness of our organization and, support state and local ordinances.

Scope

3. The MetroHealth System.

Definitions

4. Electronic cigarettes (e-cigarettes) - Battery-powered devices that provide inhaled doses of nicotine by way of a vaporized solution.

Guidelines

5. Employment:
 - 5.1. MHS will not hire tobacco or nicotine product users.
 - 5.2. Job applicants will be informed of the policy when applying for a job and be reminded of the policy upon their first interview. Applicants will also be informed that the Cotinine test will be included as part of their pre-employment screening.
 - 5.3. All individuals offered employment with MHS will then be subject to a cotinine test during their pre-employment health screening. This test is used to detect the presence of nicotine.
 - 5.3.1. The test will detect all forms of tobacco, including nicotine replacement therapy products
 - 5.3.2. The test will not detect second-hand smoke
 - 5.4. Applicants who test positive for cotinine will not be offered employment, and will be eligible to reapply after 90 days. These individuals will also be given information regarding The MetroHealth System's free smoking cessation program offerings.
 - 5.5. All candidates for employment will be required to sign an acknowledgement form indicating that they do not presently use and will not use nicotine or tobacco products during the term of their employment.
6. Current Employees:
 - 6.1. While this policy does not apply to current employees, the MetroHealth System encourages employees to pursue a healthier life and offers the following support for those who wish to quit using tobacco products:
 - 6.1.1. Freedom From Smoking® Program Classes: Many staff members and patients have found success using this program that combines group support and nicotine replacement therapy. If

you are interested, please see this class schedule or call 216-778-7503 for additional class information.

- 6.2. Per Policy GEN-17, smoking or the use of tobacco products or electronic cigarettes is not permitted anywhere on MHS properties, parking areas (including inside employees' personal vehicles), or adjacent properties and/or sidewalks.

Notification

7. All individuals in supervisory positions, along with the MetroHealth Department of Protective Services and parking staff are to enforce this policy.
8. Information will be made available about options for smoking cessation to employees who do smoke.
9. Employees observed smoking or using tobacco products or electronic cigarettes anywhere on MHS properties, parking areas, or adjacent properties and/or sidewalks will be in violation of this policy and subject to the Corrective Action Policy (HR-36).

References

[GEN-17 – Smoke Free Workplace](#)

[HR-36 - Corrective Action](#)

[Acknowledgment of Nicotine Free Hiring & Influenza Vaccination](#)

Dates

Initiated June 2013

Approved

President and Chief Executive Officer or Designee
Policy Committee