



PMB 0141-1

BUREAU OF PERSONNEL

DEPARTMENT OF EXECUTIVE MANAGEMENT

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April 12, 2006

To: Cabinet Members

From:

Sandra J. Zinter, Commissioner

Re:

Tobacco Free Environment Initiative

Over the last six months, the Tobacco Free Environment work group has developed a State plan for implementing the Tobacco Free Environment Initiative for the Executive Branch of government. The Initiative becomes effective May 31, 2006.

Communication is a key component to successful implementation of this initiative. I am requesting that you develop a communication plan for dissemination of this information to your employees, and implement it by the middle of May. Please feel free to include agency specific details regarding unique circumstances for your agency. Your respective Human Resource Manager will be in contact with you to assist in putting together the appropriate communication letter or email message to your employees.

The Bureau of Personnel (BOP) will make the Tobacco Free Environment policy available on our web site on May 1, 2006. Starting May 1, 2006, we will also be including information about the Tobacco Free Initiative in new employee orientation materials. Information about the specifics of the initiative will also be included in the mid-May BOP benefit newsletter and future newsletters as needed. The Department of Health and the Bureau of Administration will be coordinating appropriate signage.

Attached to this letter are copies of the Tobacco Free Executive Order, Tobacco Free Environment Policy, a Tobacco Free Environment Questions & Answers document and the Building Contact List. Your Human Resource Manager has an electronic version of each of these as well.

General questions concerning the Tobacco Free Environment policy or implementation of the policy can be directed to your Human Resource Manager or me. Property and signage issues for the Capitol Complex should be directed to Steve Stoneback in the Bureau of Administration. For questions about signage in all other buildings, please call the Building Contact from the Building Contacts List provided in the attachment

Thank you for your assistance in getting this important information out to your employees.

cc: Human Resource Managers

Enc: Executive Order

Tobacco Free Environment Policy

Tobacco Free Environment Questions & Answers

Building Contact List

STATE OF SOUTH DAKOTA
OFFICE OF THE GOVERNOR
EXECUTIVE ORDER 2006-04

WHEREAS, A primary concern of state government is the health and well-being of its citizens; and,

WHEREAS, Tobacco use is the single largest cause of preventable, premature death in the United States; and,

WHEREAS, Secondhand smoke poses a clear health risk to those exposed to it; and,

WHEREAS, Smoking is the chief, single, preventable cause of death in the United States and South Dakota; and,

WHEREAS, Tobacco-free worksite policies reduce smokers' and nonsmokers' risk of heart attack, lung cancer, oral cancer and other serious and costly illnesses; and,

WHEREAS, In 1988, Governor George S. Mickelson ordered a ban on all smoking within state government buildings under the governor's control; and,

WHEREAS, In 2002, the South Dakota State Legislature adopted the provisions of South Dakota Codified Law 22-36-2, which prohibits smoking in public buildings and places of employment:

IT IS, THEREFORE, BY EXECUTIVE ORDER, directed that the use of tobacco products shall be prohibited upon all real property or portions thereof owned by the state of South Dakota under the direction and control of the governor and all real property leased by the state where the state is the sole occupant. This policy includes all vehicles, parking lots and walkways leading into state buildings throughout South Dakota. The use of tobacco products shall be prohibited on the above-mentioned property except:

- A. By patients and residents at the Human Services Center in Yankton and clients at the State Developmental Center in Redfield, as specified by the Secretary of the Department of Human Services;
- B. By residents of the State Veteran's Home in Hot Springs, as specified by the Secretary of the Department of Military and Veterans Affairs;
- C. By visitors to campsites in state parks, as designated by the Secretary of the Department of Game, Fish and Parks; and
- D. Upon state highways and outdoors at state highway rest stops.
- E. Such other limited exceptions that the Bureau of Administration and or appropriate department secretary may grant for specific special events.

NOW, THEREFORE, I, M. MICHAEL ROUNDS, by virtue of the authority vested in me by the Constitution and statutes of this state, do hereby order and direct that a tobacco-free environment be established according to the provisions above mentioned on all property or portions thereof owned by the state of South Dakota under the direction and control of the governor and all property leased by the state where the state is the sole occupant.

BE IT FURTHER ORDERED, that such policy will be in effect May 31, 2006, and it shall apply to all state employees, clients, visitors and other persons coming upon said property.

Dated this 12th day of April, 2006.

M. Michael Rounds
Governor of South Dakota

ATTEST:

Chris Nelson
Secretary of State

Tobacco Free Environment Policy

The State of South Dakota is dedicated to providing a healthy, comfortable and productive environment for employees, clients and visitors.

Effective May 31, 2006, smoking and the use of all tobacco products will be prohibited on all real property or portions thereof owned by the State of South Dakota under the direction and control of the Governor and all real property leased by the state where the state is the sole occupant.

This policy applies to employees, clients and visitors, and includes all vehicles, parking lots and walkways leading into state buildings throughout South Dakota. The following are exceptions: patients and residents at the Human Services Center in Yankton, clients at the State Developmental Center in Redfield, residents of the State Veteran's Home in Hot Springs, visitors to campsites in state parks, and upon state highways and outdoors at state highway rest stops. The Bureau of Administration and/or appropriate Department Secretary may grant limited exceptions for specific, special events.

Enforcement of this policy is the shared responsibility of all Executive branch personnel. All employees are encouraged to communicate this policy with courtesy, respect and diplomacy. Incidents of smoking and/or tobacco use by employees will be documented for supervisor follow-up.

Tobacco Free Environment Policy: Questions and Answers

What does tobacco-free property mean?

Beginning on May 31, 2006, there will be no smoking or use of tobacco on property owned, leased or occupied by the state. The new policy applies to state employees, clients and visitors.

The policy applies to all stated-owned and state-leased buildings and grounds where the state is the sole occupant, including the State Capitol Complex in Pierre and off-site property occupied by the Executive Branch of state government and under the direction and control of the Governor. The policy includes all vehicles, parking lots, and walkways leading into state buildings within Pierre and off-site property boundaries.

The following are exceptions: patients and residents at the Human Services Center in Yankton and clients at the State Developmental Center in Redfield, as specified by the Secretary of the Department of Human Services; residents of the State Veterans' Home in Hot Springs, as specified by the Secretary of the Department of Military and Veterans Affairs; and visitors to campuses in state parks, as designated by the Secretary of the Department of Game, Fish & Parks. The Bureau of Administration and/or appropriate Department Secretary may grant limited exceptions for specific, special events.

Buildings and grounds not specified as exceptions are included in the tobacco free environment.

Why are we initiating this policy now?

This policy has been established to protect and promote the health and well being of employees, clients and visitors. Tobacco use is the single largest cause of preventable, premature death in the U.S. More than 70% of tobacco users want to quit, and worksite policies like this are one of the most effective ways to help them accomplish their goal. These policies reduce the harm caused by tobacco use such as heart attacks, lung cancer, oral cancer and other serious and costly illnesses.

When does the policy go into effect?

The tobacco free environment policy will be effective May 31, 2006. Since 1988, all indoor areas have been designated as smoke-free.

Who is covered by this policy?

The State of South Dakota is dedicated to providing a healthy, comfortable and productive environment for employees, clients and visitors.

Where can I find a copy of the policy?

The policy is located on the Intranet with other state government policies at www.dogweb.com, the Employee Handbook and included in all new hire information.

What does the state offer to employees who use tobacco but want to quit?

The State of South Dakota offers encouragement and continued support for those who WANT to quit. If you are a current tobacco user, the South Dakota Quitline provides tobacco

cessation support and discounted medication to individuals when participating in the SD Quitline.

If you quit on your own, you may change the Tobacco Use designation through the annual enrollment process OR by sending BOP a written statement of no tobacco use for the past 120 days or more.

January 1, 2006 through June 30, 2006, there is opportunity for an enhanced benefit, as the cessation medication is offered at no cost. Information about local tobacco cessation programs is also available from the South Dakota Quitline, 1-866-737-8487 or at www.healthysd.gov. If you have any questions, please contact the Bureau of Personnel, Division of Benefits at 773-3148.

How will visitors be notified of the policy?

Signs stating the policy will be posted in appropriate areas.

How will the policy be enforced?

Enforcement of this policy is the shared responsibility of all state personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. If difficulties arise with compliance of this policy, notify security.

Incidents of smoking and/or tobacco use by employees are to be documented for supervisor follow-up, as well as evaluated for trends and patterns of noncompliance.