

Maricopa County Policy A1919

Prohibitions of Smoking and Tobacco Use on County Property

Proposed Smoking Area: Exemption Criteria and Process

1. The criteria for allowing an exemption pursuant to policy A1919 are: Work necessity and/or personnel safety.
2. A five member exemption Review Committee (Committee) shall be appointed by the County Manager or designee. The Committee shall consist of four standing members and a fifth which is the Appointing Authority of the employee requesting the exemption.
3. A request for exemption shall be made to the Committee on a form specified by the Committee. This request for exemption should be emailed to tobaccofree@mail.maricopa.gov.
4. A request for exemption may only be made by an employee who is a declared smoker and must be endorsed by their Appointing Authority.
5. A request for exemption must include a proposed smoking area that will not reasonably expose others to second hand smoke.
6. After due consideration the committee shall communicate its decision to the County Manager, the Appointing Authority and its employee.
7. The decision of the Committee is final.
8. When the decision of the Committee is to allow the exemption, the area so exempted may not be used until Facilities Management has placed appropriate signage in the area to indicate smoking is allowed.
9. All exemptions are subject to annual review and may be reviewed at any other time at the request of the County Manager or appropriate Appointing Authority.