

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** EMPLOYEE PARTICIPATION IN DEPARTMENTAL  
SMOKING CESSATION PROGRAMS

**POLICY NO.** 381.1

---

**PURPOSE::** To facilitate access to smoking cessation programs for department employees, thus decreasing tobacco-related illnesses, employee absenteeism, and increasing workplace safety, comfort and morale.

**POLICY::** Employees desiring to cease tobacco use via cessation courses will be allowed to participate in department sponsored smoking/tobacco cessation programs on County time, as specified below.

**Definition**

A "smoker" is a person who is addicted to and habitually uses tobacco products (e.g., pipe, cigar, cigarette).

**Requirement**

Employees who are "smokers" desiring to refrain from tobacco use may enroll in a departmental smoking cessation program via the DHS Tobacco Control Program.

**GUIDE::** Employees who are "smokers" can request permission from their immediate supervisor to participate in the departmental smoking cessation program.

Departmental managers and supervisors will allow employees to participate in the pre-scheduled, multi-session, smoking cessation program on County time, as workload and/or work schedules permit. Attendance shall be during regular business hours (9:00 a.m. - 5:00 p.m.); no overtime will be granted.

Class sessions may include either four two hour sessions or seven one and one half hour sessions. Employees should be permitted appropriate travel time.

Employees participating in the departmental smoking cessation program are required to notify their immediate supervisor of pre-scheduled classes prior to attendance. A calendar of scheduled classes will be provided to enrolled employees and their supervisors.

Employee "smokers" are required to attend 100% of scheduled classes. Employees may be absent due to verified illness or work scheduling difficulties. However, employees who miss two or more classes must withdraw from the program.

Employee "smokers" will be allowed to enroll in one multi-session program per every 12 months.

Employee "smokers" participating in a smoking cessation program will provide their immediate supervisors with verification of attendance in cessation classes. Employees will sign-in prior to each class for verification of attendance.

**AUTHORITY::** Los Angeles County Director of Health Services

---

**EFFECTIVE DATE:** Jun 01, 1992

**SUPERCEDES:**

**APPROVED:** Signature on File

---