POLICY
UPHS is committed to providing a safe and healthy workplace and for its employees, visitors and patients. In order to promote and maintain a healthy work environment, UPHS will no longer hire tobacco users effective July 1, 2013.

PURPOSE
The health and well being of our employees matters to us and we offer programs, tools, benefits and resources for managing a healthy lifestyle. Hiring non-tobacco users promotes the overall wellness of our workforce, increases productivity of staff, and projected long term savings through our medical benefit plan.

SCOPE
This policy applies, as specified, to all employees and residents of the Hospital of the University of Pennsylvania (HUP), those parts of Clinical Practices of the University of Pennsylvania (CPUP) which practice at or in conjunction with HUP operating under its license, and UPHS Corporate departments. This policy also applies to those practices and sites that are off campus facilities or departments of HUP and operating under its license, including e.g. HUP’s inpatient rehabilitation facility. For purposes of this policy, the above facilities, practices and sites are collectively referred to as “entity”.

This policy does not apply to employees working in New Jersey who are covered by NJ state law.

IMPLEMENTATION
Implementation of this policy is the responsibility of the entity Senior Leadership and Department Directors/Business Administrators, hiring managers and supervisors, and Human Resources recruitment staff.

DEFINITION
A “non-tobacco user” is an individual who does not use cigarettes, chewing tobacco, snuff, cigars, etc.

A “tobacco user” is an individual who uses cigarettes, chewing tobacco, snuff, cigars, etc., regardless of the frequency of use.
PROCEDURE
A notice of UPHS Tobacco Free Hiring policy is located on the UPHS Careers website.

An applicant will be asked to attest that he/she is currently and has been a non-tobacco user for 6 months prior to completing application.

An applicant may reapply when he/she can truthfully attest that he/she is currently a non-tobacco user and has been a non-tobacco user for the previous 6 months.

This policy does not apply to current employees at the time of implementation of this policy. However, employees who terminate and later reapply for a position will be subject to the terms of the Tobacco Free Hiring policy.

New hires who made application after the effective date of this policy and who are found in violation of the Tobacco Free Hiring policy may be subject to disciplinary action as outlined in the Performance Improvement and Progressive Steps policy.

New employees who signed a non-tobacco user attestation will be eligible for any “non-smoker” premium discounts offered through UPHS medical benefit plans.

SUPERSEDES:  

ISSUED BY:  
Judy Schueler, Vice President,  
Human Resources and Organization Design

ISSUED BY:  
Garry Scheib, Executive Director,  
Hospital of the University of Pennsylvania