

POLICY ON SMOKING IN THE WORKPLACE

It is University policy that smoking is prohibited in all University buildings including campus residence halls.

Smoking is prohibited out of doors in the following areas:

- Within 30 feet of exterior ventilation intakes;
- Within ten feet of building entrances and open windows; and
- In all exterior stairwells.

We anticipate that most instances of violation of this policy can be remedied through education and/or informal reminders. Where necessary, however, complaints involving an employee may be filed with the Office of Human Resources Management. All complaints must be in writing and must be signed. Complaint forms are available by calling the Office of Human Resources at 437-4700. Confidentiality will be preserved. As smoking regulations are University policy, serious or repeat violations may subject employees to disciplinary action as provided in the various negotiated union contracts.

Complaints regarding smoking by students in a given area should be referred to the Office of Student Success, Conflict Resolution and Civic Responsibility, at 442-5501, and may be handled through the Student Judiciary process.