



Office of Human Resources

Policy Memorandum 15

Date: July 25, 2014

Smoke and Tobacco Free Campus Policy

Effective August 1, 2014

Smoking and Tobacco-Free Campus

I. PURPOSE

The purpose of this policy and procedure is to provide guidelines for the implementation of a policy on the prohibition of smoking *any* type of cigarettes, pipes, or cigars, and the use of *any* form of tobacco on the campus of Nunez Community College.

II. BACKGROUND AND RATIONALE

Nunez Community College is committed to providing a safe and healthy environment for students, faculty, staff, and visitors. The U.S. Surgeon General's 1964 report clearly established a direct link between cigarette smoking and its harmful effects on human life. Twenty-nine subsequent Surgeon General's reports have confirmed and strengthened the Surgeon General's original conclusion. The U.S. Surgeon General has concluded that the only way to fully protect oneself from the dangers of secondhand smoke is through 100% smoke-free environments (*The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*, U.S. Department of Health and Human Services, 2007). In 2007, Louisiana took major steps toward addressing the health concerns caused by second-hand smoke by passing the Louisiana Smoke Free Air Act. Through Act 211 of the 2013 Louisiana legislative session, post-secondary institutions are required to develop and make effective August 1, 2014, Smoke-Free policies.

III. DEFINITIONS

- A. **Secondhand smoke** means smoke emitted from lighted, smoldering, or burning tobacco when the smoker is not inhaling, smoke emitted at the mouthpiece during puff drawing, and smoke exhaled by the smoker.
- B. **Smoking** means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted combustible plant material. *Nunez's policy also includes the prohibition of e-cigarettes on campus.*
- C. **Tobacco** means tobacco in **any** form, including chewing tobacco, cigarettes, cigars, or pipe tobacco. *All forms of tobacco are prohibited on Nunez Community College campuses and property.*

IV. POLICY

- A. This policy applies to all students, faculty, staff, contractors, vendors, and visitors to all college properties, events held on college properties, officially sanctioned college sponsored or affiliated events that are held off-campus.

- B. Smoking is prohibited on the campus of Nunez Community College at all times in:
1. **All** buildings, facilities or property owned, leased or operated by Nunez Community College
 2. **All** outside property or grounds of Nunez Community College
 3. **All** Nunez Community College State vehicles
 4. **All** privately owned vehicles parked on Nunez Community College property.
- C. Organizers and attendees at campus events such as, but not limited to, conferences, meetings, lectures, social events, and cultural events using Nunez Community College facilities will be required to abide by the smoke-free policy and procedure. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- D. Littering the campus with remains of tobacco products or any other disposable product is prohibited.
- E. Nunez Community College does not discriminate against tobacco users in employment.

V. PROCEDURE

A. **General Education and Awareness**

The implementation of this policy will be augmented by an education and awareness campaign that may include but not limited to:

- Notification to prospective and current students in both print and electronic formats.
- Notification to all incoming students at all Orientation programs.
- Notification to new staff/faculty hires through new employee orientation.
- A tobacco policy awareness statement will be signed by all new employees.
- Posting of policy on appropriate web sites.
- Involvement of the Student Government Association when appropriate.
- Meetings conducted with key departments, programs, etc.
- Informational meetings, postings, and e-mail notification.
- Publication of policy on the Nunez website in the forms clearinghouse as a numbered memo for the Employee Handbook, and in Faculty/Staff Handbook and Student Code of Conduct.
- Promotion and awareness of local, state, and national cessation resources.
- Each faculty member and class advisor shall be encouraged to explain the College's smoke-free policy at the beginning of each class term during the first year of implementation.
- Thereafter, the policy will be introduced at all new student and employee orientations.

B. **Permanent Visual Communication of Policy**

Signs bearing the message "Smoking and Tobacco-Free Campus" will be posted at each of the vehicular and pedestrian entrances, as well as other key traffic areas throughout the campus, and each building will display a decal or sign that states "Smoking and Tobacco Free Campus". **However, smoking and tobacco free zones apply on all grounds around the campus, whether or not a sign is posted in a particular area. No ashtrays will be provided on campus.**

C. **Tobacco Use Cessation Programs**

The college is committed to support all students and employees who wish to stop using tobacco products. Nunez Community College employee health insurance offered through Office of Group Benefits does cover some medications associated with cessation. Covered employees may contact our current Pharmacy Benefits Administrator, MedImpact, further coverage information. For additional cessation assistance, students and employees may contact: (<http://smokefree.gov/>; <http://quitwithusla.org/>; <http://www.ffsonline.org/>; http://www.cdc.gov/tobacco/quit_smoking/how_to_quit/resources/index.htm)

D. **Compliance**

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. It is the responsibility of all members of the Nunez community to comply with the Smoking and Tobacco-Free Campus Policy as with all other college policies. Members of our campus community are empowered and expected to professionally and respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of the policy will be handled in a manner that is consistent with college procedures.

E. **Enforcement**

Complaint Reporting Procedure

As per College Policy and Procedure and Student Code of Conduct violators of College policies are subject to appropriate disciplinary action up to and including applicable dismissal procedures.

Any member of the Nunez Community College community may and is expected to identify violators of the Nunez Community College Smoking and Tobacco Free policy. Support will be provided by Campus Security, Student Affairs, Human Resources, and any supervisor for those who are not comfortable addressing the violation him/herself.

It is the responsibility of supervisors to facilitate compliance among all employees under their supervision. **As with any College policy, supervisors will support and play an active role in the enforcement of this policy.**

Employee Violators

Complaints about employee violators of this policy should be brought to the attention of a supervisor, Campus Security, Vice Chancellor for Academic and Student Affairs, or Human Resources. Any and all complaints received by a supervisor, Campus Security, or other administrators should be forwarded to Human Resources.

Student Violators

Complaints about student violators of this policy should be brought to the attention of Campus Security, or Dean of Student Affairs. All complaints received by Campus Security or Dean of Student Affairs should be forwarded to the VCASA.

Visitor Violators

Complaints about campus visitor violators should be brought to the attention of Campus Security or Coordinator of Facilities.

Sanctions:

Sanctions for student violators will be addressed with both the Dean Student Affairs and VCASA and for employees by the employee's supervisor and Human Resources. Consequences of violating the policy represent a range of sanctions that could include but are not limited to verbal warning, written documentation/warning, and dismissal/expulsion proceedings for both employees and students.

Reference: Louisiana Revised Statute [40:1300.263](#)
[40:1300.262](#)
[Act 211 of the 2013 Regular Session](#)

Distribution: Distributed Electronically via College's Internet, through email notifications, and posted on area bulletin boards

APPENDIX A

General Role of Campus Security

Campus Security will

1. Respond to
 - i. Observed violations while on patrol at any time both during and outside of normal business hours.
 - ii. Incidents where violator's behavior is of concern or there is noncompliance.
2. Issue warnings and tickets to violators.
3. Forward violation information to Coordinator of Facilities, VCASA, or Chancellor.

Flagrant and continued noncompliance with the Smoking and Tobacco Free Campus Policy will be considered willful disobedience and insubordination, and could result in suspension or dismissal in accordance with current policies for both students and employees.