

Title/Subject: **SMOKE-FREE POLICY**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: July 1, 2008

Contact for More Information: Employee Relations

Board Policy Administrative Policy Procedure Guideline

Background: Given the wealth of documented research substantiating the health problems caused by smoking and passive smoke and demonstrating a concern for the health and wellness of workers, the State of Michigan established a policy in 1992 creating a smoke-free environment in all office buildings.

Central Michigan University (CMU) is committed to the health and wellness of its students, faculty and staff. In addition to offering various wellness programs, the University has established smoke-free buildings and limited smoking areas on campus to specifically designated areas. This smoke-free policy will create a healthier environment for the CMU community by eliminating exposure to tobacco smoke throughout campus.

Policy: Central Michigan University establishes the following smoke-free policy for all facilities and vehicles in which university functions or services are carried out or offered, regardless of location. This includes all on-campus and off campus facilities whether owned or leased by the University. All university workspace and classroom areas under the University's control will be smoke-free even if the building owners or lessors do not prohibit smoking.

As used herein, "smoking" means the carrying or holding of a lighted cigarette, cigar, pipe or any other lighted smoking equipment or the inhalation/exhalation of smoke from any lighted smoking instrument.

1. Smoking is prohibited in all buildings containing classrooms, study areas, offices, and other indoor work areas except as indicated otherwise in this policy.
 - Smoking will be permitted for research or educational purposes approved by the Institutional Review Board (IRB) or the Institutional Animal Care & Use Committee (IACUC).
2. Smoking is prohibited in all areas where any food products are prepared, sold and/or consumed.
3. Smoking is prohibited in all university vehicles including maintenance vehicles, automobiles, and police cars.
4. Smoking is prohibited in all housing areas including University Center guest rooms except:
 - Smoking will be permitted within designated individual university apartments. The Office of Residence Life will make every effort to maintain separate smoking areas in the apartment complex, consistent with the need to provide housing for students, faculty and staff.

Authority: M. Rao, President
History: Standard Practice Guide January 1992; July 1, 1995; February 1, 1999
Indexed as: Smoking

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5. Smoking is not permitted in any spectator or practice areas including all athletic facilities (both indoors and outdoors), the Rose Arena, the Student Activity Center, Bovee University Center, Moore Hall Theaters, the Kiva, the Music building and Plachta Auditorium with the exception of:
 - Smoking is permitted in the Moore Hall Theaters, the Kiva, and Plachta Auditorium when it is called for by the director as part of the production. Only the specific characters during rehearsals and performances may smoke. The appropriate department in charge of the production shall include notification that there will be smoking in the show. Smoking in the green room is prohibited.
 - Smoking may be permitted for religious ritual or religious ceremonial purposes in places rented or approved for religious activities.
 - Smoking is permitted in outdoor spectator or practice facilities when events/practices are not scheduled. During an event, smoking is permitted in designated areas within the confines of the outdoor venue but out of the spectator area.

6. Smoking will be permitted outside University buildings at a minimum distance of 25 feet from any entrance/exit, air intake duct and/or window. Building coordinators may establish a minimum distance of greater than 25 feet.

Conspicuous signs will be posted in all buildings, vehicles and areas when smoking is prohibited.

The university may provide assistance through the Health Services, CMU's Employee Assistance Program (EAP) and the CMU employee wellness program to those who need help with smoking cessation.

The university shall prohibit the sale of all tobacco products on campus and shall prohibit the advertising and distribution of tobacco products on campus.

The university shall deny the use of the school logo on smoking paraphernalia, such as cigarette lighters and ash trays.

The university joins with students in creating and nourishing a culture and atmosphere which is conducive to good health and well-being.

This policy shall apply equally to visitors, students, faculty, and staff.

Enforcement: The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All faculty, staff and students share in the responsibility for adhering to and enforcing this policy. If someone is observed in violation of this policy the following steps are recommended:

1. Politely ask the person who is smoking either to stop smoking or to move the designated distance (at least 25 feet) from the building.
2. Should the problem persist, ask the person for his/her name and whether he/she is a student, faculty, staff member or visitor. If the person refuses to identify himself/herself, contact the CMU Police at 774-3081 for assistance.
 - a. If the person violating the policy is a student, a complaint may be filed with the Dean of Students' Office which shall take appropriate action.
 - b. If the person is a faculty or staff member, a complaint may be filed with **Human Resources/Employee Relations or Faculty Personnel Services** who shall act pursuant to the appropriate personnel policies.
 - c. If the person is a visitor, the CMU Police may take action to ban the person from University facilities and/or property.

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Violation of this policy will result in reasonable sanctions, which should stress education and treatment, but may include disciplinary action. Violators may be subject to civil fines of \$100 for the first violation and not more than \$500 for the second or subsequent violation as provided by Michigan Public Act 198 as enforced by state and/or local health department.

Cessation Assistance and Resources:

University Health Services – 774 - 6591

Encompass (CMU Employee Assistance Program) - 1-800-788-8630

Quit the Nic (Blue Cross/Blue Shield) 1-800-775-BLUE (2583)

Michigan Tobacco Quit Line – 1-800-480-7848.

American Cancer Society – www.cancer.org

Smokefree.gov – www.smokefree.gov

Nicotine Anonymous <http://www.nicotine-anonymous.org/>

Freedom from Smoking® Sessions at Gratiot Medical Center – 1-800-999-3199 or www.midmichigan.org/classes

Smoking cessation benefits are available to faculty and staff through the respective medical and prescription drug plans. For more information on the benefits available, please contact Benefits and Wellness at 774-3661 or http://www.cmich.edu/HR_Home/Benefits_and_Wellness.htm.

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.