



## Policy & Procedure No. HR-021 Northshore Technical Community College

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<b>Title:</b>	Smoke-Free Campus
<b>Effective Date:</b>	08/01/2014
<b>Last Revision Date:</b>	07/25/2014
<b>Cancellation:</b>	NTCC HR-006
<b>Office:</b>	Human Resources (HR)

### *Smoke-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 on the campus of Northshore Technical Community College (NTCC).

#### II. BACKGROUND AND RATIONALE

Northshore Technical Community College (NTCC) 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.

#### 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.



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- B. Smoking is prohibited on the campus of Northshore Technical Community College at all times in:
1. All buildings, facilities or property owned, leased or operated by NTCC
  2. All outside property or grounds of NTCC
  3. All NTCC State vehicles
  4. All privately owned vehicles parked on NTCC property.
- C. Organizers and attendees at campus events such as, but not limited to, conferences, meetings, lectures, social events, and cultural events using NTCC 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. NTCC 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.
- Training of all supervisors on their governance responsibilities related to this policy prior to implementation of policy.
- Notification to new staff/faculty hires through new employee orientation.
- A tobacco policy awareness statement will be signed by all current and new employees.
- Posting of policy on appropriate web sites.
- Involvement of the Student Government Association.
- Meetings conducted with key departments, programs, etc.
- Informational meetings, postings, and e-mail notification.
- Publication of policy 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 orientation programs.

#### B. **Permanent Visual Communication of Policy**

Signs bearing the message "Smoke-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 that states "Smoke Free Facility". However, smoke free zones apply on the 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. Assistance to students, faculty and staff is available through Human Resources and Student Affairs. Please contact either of these departments for information regarding off campus cessation programs and services. NTCC employee health insurance offered through Office of Group Benefits does cover some medications



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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](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 NTCC community to comply with the Smoke-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 NTCC community may and is expected to identify violators of the NTCC Smoke Free policy. Support will be provided by Campus Security Staff, 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.

Smoke Free Reporting form should be completed to report violations. The incident form will be maintained as record of each violation and allow monitoring of repeat violators.

#### **Employee Violators**

Complaints about employee violators of this policy should be brought to the attention of a supervisor, Campus Security Staff, Dean of Campus Administration, or Human Resources. Any and all complaints received by a supervisor, Campus Security Staff, Dean of Campus Administration should be forwarded to Human Resources.

#### **Student Violators**

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

#### **Visitor Violators**

Complaints about campus visitor violators should be brought to the attention of Campus Security Staff or Dean of Campus Administration.



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### **Sanctions:**

Sanctions for student violators will be addressed with both the Dean of Campus Administration and Vice Provost of Student Affairs 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. See *Appendix B* for more information about sanctions.

To contest a smoking citation, the citation recipient must put in writing their reasons for contesting the citation utilizing the formal NTCC Grievance policy. All decisions made via the grievance policy process are final.

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

### *Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	College Leadership Committee	07/23/2014	08/01/2014
X	Enrollment Services & Student Affairs Committee	07/23/2014	08/01/2014

*Distribution:* Distributed Electronically via College's Internet



## APPENDIX A

### General Role of Campus Security Staff

Campus Security Staff 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. Investigate reports of Smoke free violations.
3. Issue tickets to violators. Give violators preprinted card with resources and policy reminder.
4. Forward violation information to Dean of Campus Administration.



## APPENDIX B

### Sanctions

#### Students

Sanctions for student violators will be addressed by the Dean of Campus Administration and Vice Provost of Student Affairs. Sanctions will follow a progressive format for all reported violations.

1. First Violation: Violator will
  - a. Receive a ticket from college security personnel and shall be fined twenty-five dollars.
  - b. Be provided a resource/policy reminder card.
2. Second Violation: Violator will
  - a. Receive a ticket from college security personnel and shall be fined fifty dollars, *and*
  - b. Be referred by the Dean of Campus Administration to the Office of Vice Provost for Student Affairs for disciplinary action as appropriate.
3. Third Violation: The violator will
  - a. Receive a ticket from college security personnel and shall be fined one-hundred dollars, *and*
  - b. Be referred by the Dean of Campus Administration to the Office of Vice Provost for Student Affairs for disciplinary action including suspension and applicable dismissal procedures.

Note: NTCC reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the particular circumstances.

#### Employees

Violators of College policies are subject to disciplinary action up to and including applicable dismissal proceedings. Progressive discipline sanctions will be implemented through the following general format that includes but is not limited to:

1. First Violation: Violator will
  - a. Receive a ticket from college security personnel and shall be fined twenty-five dollars.
  - b. Be provided a resource/policy reminder card.
2. Second Violation: Violator will
  - a. Receive a ticket from college security personnel and shall be fined fifty dollars, *and*
  - b. Receive written warning/reprimand from his/her supervisor with the assistance of Human Resources.
3. Third Violation:
  - a. Receive a ticket from college security personnel and shall be fined one-hundred dollars, *and*
  - b. Applicable dismissal proceedings will be conducted and facilitated by Human Resources with the involvement of the violator's supervisor.

Note: NTCC reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the particular circumstances.

#### Visitors

Visitors found in violation of the policy shall be ticketed, and as appropriate be reported to the Dean of Campus Administration. Repeat violators may also be banned from campus.