



University Operating Handbook		Section 2 – Student Services, Campus Facilities and General Information		
Policy Name		Smoking Policy		
Scope	Student <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Faculty <input checked="" type="checkbox"/>	
	Policy <input checked="" type="checkbox"/>	Guideline <input checked="" type="checkbox"/>	Procedure <input type="checkbox"/>	
Purpose				
Rational				
<p>Policy:</p> <p>Our Lady of the Lake University is committed to providing a healthy learning and working environment for all University community members and campus guests. While the University acknowledges that individuals may freely choose to smoke, such action will not be permitted to endanger the health of non-smokers or cause unreasonable discomfort or annoyance. The preponderance of medical research findings indicate that the health of non-smokers is endangered by exposure to secondary smoke.</p> <p>The following guidelines regulate smoking, including cigarettes, cigars, pipes, e-cigarettes and vaping and chewing tobacco:</p> <ol style="list-style-type: none"> a. Smoking and tobacco products, including chewing tobacco are prohibited inside all University buildings. This includes common work areas, classrooms, conference and meeting rooms, private offices, residence halls, hallways, elevators, lounges, stairs, restrooms, the cafeteria and all other enclosed facilities. b. Smoking in the court yard or parking lots is also prohibited. c. Smoking is prohibited inside all University owned or leased vehicles. d. Students, faculty and staff may smoke in their personal vehicles, but must be completely contained within the vehicle. <p>This policy applies to all employees, students, consultants, contractors and customers. Failure to comply with all of the components of this policy may result in disciplinary action</p> <p>Designated Areas</p> <p>The University allows smoking and tobacco products in the following outdoor areas:</p> <ol style="list-style-type: none"> 1. Patio area behind the UWAC 2. Picnic table area between the IFCC and Metz Hall 3. Picnic table area by the lake on the far north end of Providence Hall 4. Picnic table area between the Cyber Café and Ayers Hall’s back entrance 5. Picnic table area on east side of Centennial Hall by grill 6. Picnic table area in front of the Worden Center 7. Picnic table area between Jersig and Library 8. Picnic table area by the St. Martin Hall Annex, close to 24th street 9. Shaded bench area outside Main closer to 24th street and Armadillo crossing sidewalk 10. Picnic table area by Maintenance Shop 11. Area between Walter Center and Thiry away from patio area 12. Bench area in in front of Moye <p>Please refer to the map for locations.</p>				

Employees who choose to use these designated areas do so at their own risk. No individual may smoke along pathways or walkways leading to or from the designated smoking areas.

Individuals must dispose of tobacco remains in the proper containers. This helps to keep a neat and clean environment for all including our visitors, partners and customers.

Smoke Breaks

No additional breaks are allowed to any employee who smokes.

Procedures

Exhibits/Attachments: Map of Designated Smoking Areas

Review Responsibility:

Policy History: President’s Council received request from Staff Advisory Council asking for an updated version of the policy that included guidelines for vaping. Policy reviewed by Presidents Council 11/17/2015.

References

