

TEXAS STATE TECHNICAL COLLEGE  
**STATEWIDE OPERATING STANDARD**

<b>No. HR 2.4.13</b>	<b>Page 1 of 3</b>	<b>Effective Date: 01/16/2020</b>
<b>DIVISION:</b>	<b>Human Resources</b>	
<b>SUBJECT:</b>	<b>Smoking Policy</b>	
<b>AUTHORITY:</b>	<b>Minute Order #62-91</b>	
<b>PROPOSED BY:</b>	<b>Jonathan Hoekstra</b>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Financial Officer</b>	<b>Date: 01/16/2020</b>
<b>RECOMMENDED BY:</b>	<b>Jonathan Hoekstra</b>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Financial Officer</b>	<b>Date: 01/16/2020</b>
<b>APPROVED BY:</b>	<b>Mike Reeser</b>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date:01/16/2020</b>

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**I. STATEWIDE STANDARD**

**POLICY:** It is the policy of Texas State Technical College (TSTC) that the College achieve an environment as close to smoke-free as practical in order to provide a safe, healthy, and comfortable environment for its students, faculty, staff, and guests.

**II. PERTINENT INFORMATION**

Although the [Occupational Safety and Health Act of 1970](#) does not specifically require smoke-free workplace environments, it does require that employers provide safe and healthful working conditions. For the safety and health of everyone on campus, TSTC is committed to achieving an environment as close to smoke-free as

practical.

### **III. GENERAL GUIDELINES**

Smoking on TSTC campuses shall be prohibited in all indoor locations. Smoking shall also be prohibited in the following areas for fire and safety reasons:

1. Storage rooms;
2. Rooms containing flammable liquids, toxic chemicals, radioactive chemicals, or biohazards; and
3. Any other areas in which a fire or safety risk exists.
4. All College vehicles.

### **IV. DEFINITIONS**

**Smoking:** The lighting or carrying of a lighted cigar, cigarette, pipe, or similar device including e-cigarettes.

### **V. DELEGATION OF AUTHORITY**

The Chancellor and designated Executives have the authority and responsibility to establish procedures to implement this Statewide Operating Standard (SOS).

A designated administrator in the Department of Human Resources has the authority to discipline employee violators of the campus smoking policy.

### **VI. PERFORMANCE STANDARDS**

1. All employees are informed of the campus smoking policy during the employees onboarding process.
2. "No Smoking" signs are prominently displayed at the entrance to all buildings where smoking is prohibited.
3. Areas on campus where smoking is permitted are clearly designated.
4. A Human Resources administrator has the authority to discipline employee violators of the campus smoking policy and does so in an appropriate manner after being apprised of the facts and circumstances of violations. A Student Rights and Responsibilities authority will follow up with students appropriately to address violations.

## APPENDIX

### VII. RELATED STATEWIDE STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[Occupational Safety and Health Act of 1970](#)

### VIII. OPERATING REQUIREMENTS

1. It shall be the responsibility of all faculty, staff, and students to enforce the College smoking policy. Individuals attempting to enforce the smoking policy may request help from the building monitor, Security Office, or other designated authority in enforcing the policy.
2. Building monitors, in conjunction with the appropriate unit heads, shall have the responsibility of assuring that the policy is communicated to everyone who occupies space in the facility and of assisting, when necessary, with policy enforcement.
3. It shall be understood that this SOS relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for its success. It shall be the responsibility of all members of the College community to observe the provisions of these guidelines and to direct those who choose to smoke to designated “Smoking Permitted” areas.
4. Complaints about smoking violations shall be referred to the designated administrator in the Department of Human Resources for discipline as necessary.