



University Administrative Policies  
 Policy Name: Tobacco Free Campus  
 Policy Number 13-002; Web Link:

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| <b>Responsible Office:</b><br>Administration and Risk Management<br><b>Responsible Official:</b><br>Executive Vice President | <b>Originator of the Policy:</b><br>Executive Vice President<br><b>Origination Date:</b> September 1, 2011 | <b>Effective Date:</b> September 1, 2011<br><b>Revision History:</b> N/A |
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## 1. RATIONALE

Salem State University recognizes the medical evidence that indicates that smoking and the use of tobacco products create a serious health hazard, and that this health hazard extends to non-smokers forced to breathe second-hand smoke. The primary responsibility of the University is to provide a healthful working and learning environment.

In the interest of further protecting the health and well-being of members and visitors of the university community, as of September 1, 2011, the use of any tobacco product is prohibited on our campus. This includes all buildings, grounds, parking lots, work areas, offices, restrooms, lobbies, public entrances, any vehicle parked on campus, etc.

## 2. STATEMENT OF POLICY

### Establishment

Salem State University hereby establishes this policy on a Tobacco Free Campus along with the following standards:

- A. The use of tobacco products is prohibited anywhere on the university campus, in any university building, in any vehicle owned, leased or rented by the university or any privately owned vehicle on campus grounds;
- B. The sale of tobacco products on campus is prohibited;
- C. As with any university standard, violators will be subject to disciplinary action as prescribed in the university's student rules and regulations or appropriate agreement between the BHE and the university's unionized or non-unionized employees;
- D. These standards will be enforced by the University Police Department;
- E. Allow for an annual review of the policy to ensure all procedures are being followed.

### 3. SCOPE

This policy shall apply to all students and employees of Salem State University including faculty, staff, contract employees, and third party organizations or groups that are hosting events on the Salem State University campus, including its buildings, facilities, and athletic fields, must adhere to this policy.

### 4. FISCAL CONSIDERATIONS

|                               | <b>Direct Costs / Savings / Revenue Generation</b>                              | <b>Indirect Costs / Savings / Revenue Generation</b>   |
|-------------------------------|---|--|
| <b>Initial Implementation</b> | Training and materials  | None   |
| <b>Ongoing</b>                | Training/materials and any marketing programs about the Tobacco Free Initiative | Maintainers will not have to sweep/empty cigarette butts from sidewalks/trash containers/can focus on other tasks. |

### 5. DEFINITIONS

|                            |   |
|----------------------------|---|
| Tobacco Products/devices   | Cigarettes/cigars/pipes/tobacco products of any sort including smoking devices, such as but not limited to, e-cigarettes and hookahs.   |
| Smoking Cessation Programs | Programs designed to assist individuals to stop smoking or use tobacco products offered through the University's Counseling and Health Services for students and its Employee Assistance Program for employees. |

### 6. RESPONSIBILITIES

| <b>Responsible Party</b>            | <b>List of Responsibilities</b>   |
|-------------------------------------|---|
| University Police Department        | <ol style="list-style-type: none"> <li>1. Enforce the regulation</li> <li>2. Report all violations to the Chief of University Police</li> <li>3. The Chief will refer the violators to either the Dean of Students Office if a student or Human Resources if a University employee/contractor for appropriate disciplinary action.</li> </ol>                                   |
| All members of the campus community | <ol style="list-style-type: none"> <li>1. If someone is smoking or using any tobacco product on the campus, the community member observing this behavior should approach the offending individual and remind them that the use of tobacco products is prohibited on the campus. If the individual is uncooperative, University Police should be called to intervene.</li> </ol> |

## 7. PROCEDURES

| Task                    | Procedure   |
|-------------------------|---|
| Reporting a violation   | 1. Report any violation to the University Police, Dean of Students Office (student), or Human Resources (employee).   |
| Dean of Students Office | 1. The Dean of Students Office will contact the offending party (student) to discuss the allegation and, if found to be true, impose the appropriate disciplinary sanction. |
| Human Resources Office  | 1. The Human Resources Office will send the report of the offending employee to that employee's supervisor for appropriate investigation and disposition.                   |

## 8. POLICY ENFORCEMENT

|                        |   |
|------------------------|---|
| Violation(s)           | <ol style="list-style-type: none"> <li>1. Reports of the use of tobacco products anywhere on the campus must be made to the Salem State University Police Department, the Dean of Students Office or Human Resources.</li> <li>2. After being received, the report will be investigated.</li> <li>3. If determined to be a true and accurate account of an alleged violation, the employee or student will be given a chance to defend him/herself to the appropriate supervisor/university official.</li> <li>4. If found responsible, the employee/student will be issued an appropriate sanction.</li> </ol> |
| Potential consequences | If a violation is confirmed, the sanction for an employee can be up to and including termination from the university, in accordance with applicable collective bargaining agreements, and prosecution under applicable Federal and State laws. If a student, a sanction can be up to and including dismissal from the university.   |
| How to report          | Contact the University's Police Department, Dean of Students Office or the Human Resources Office   |

## 9. REFERENCE DOCUMENTS

| Policy or Document   | Web Address  |
|--|--|
| <p><b>Student Conduct Code</b></p> <p>13.0.b) Violation of university tobacco-free policy</p> <p>13.0.1) Use of tobacco products, including but not limited to, cigarettes, cigars and chewing tobacco anywhere on campus property (including in vehicles)</p> <p>13.0.2) Use of any smoking</p> | <p><a href="http://www.salemstate.edu/5622.php">http://www.salemstate.edu/5622.php</a></p> |

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| devices, including but not limited to, e-cigarettes or hookahs on campus property (including in vehicles on campus) |  |
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**10. CONTACT(S)**

| Subject              | Office or Position         | Telephone Number | Email  |
|----------------------|----------------------------|------------------|--|
| Policy Clarification | AVP Human Resources        | 978.542.6022     | <a href="mailto:bmarshall@salemstate.edu">bmarshall@salemstate.edu</a> |
|                      | Chief, University Police   | 978-542-6111     | <a href="mailto:glabonte@salemstate.edu">glabonte@salemstate.edu</a>   |
|                      | Assistant Dean of Students | 978-542-6401     | <a href="mailto:snewton@salemstate.edu">snewton@salemstate.edu</a>     |

**11. APPROVALS/ENDORSEMENT/NOTICE REQUIRED**

| Level                                      | Title & Name              | Signature | Date |
|--|---------------------------|-----------|------|
| Chair or Director of Department or Office  | Gene Labonte              |           |      |
| Associate/Assistant Vice President or Dean | Beth Marshall             |           |      |
| Associate VP/Dean of Students              | James Stoll               |           |      |
| P.E.C. Initial Review                      | Yes                       |           |      |
| P.E.C. Final Review                        | Yes                       |           |      |
| All College Committee                      | N/A                       |           |      |
| President                                  | Patricia Maguire Meservey |           |      |
| Board of Trustees (notice)                 | N/A                       |           |      |

**12. EFFECTIVE DATE**

September 1, 2011

**13. DISSEMINATION**

Electronic to the Campus Community

**14. REVIEW CYCLE**

Two years from inception and every two years there after