

## University of Maine at Presque Isle

### Tobacco Free Campus Policy

4/11/13

#### **Purpose:**

The Center for Disease Control states “Tobacco use is the single most preventable cause of disease, disability, and death in the United States. Each year, an estimated 443,000 people die prematurely from smoking or exposure to secondhand smoke, and another 8.6 million live with a serious illness caused by smoking.” The U.S. Surgeon General reports that “there is no safe level of exposure to tobacco smoke. Any exposure to tobacco smoke – even an occasional cigarette or exposure to secondhand smoke – is harmful.” As an institution of higher learning, the University of Maine at Presque Isle has a responsibility to educate and lead on this critical health issue.

The University of Maine at Presque Isle is committed to providing a healthy and productive work and learning environment for the entire campus community. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke. The University will provide an environment that encourages a tobacco free lifestyle, reduce health care costs, and promotes a campus culture of wellness and environmental responsibility.

#### **Policy:**

Effective June 1, 2013, the University of Maine at Presque Isle will become a **tobacco-free** institution, prohibiting the use of any tobacco or non-FDA approved nicotine product, including smokeless tobacco and electronic nicotine cigarettes (e-cigarettes). This policy applies to all fulltime, part-time employees, faculty, students, contractors, vendors, and visitors.

The use of all tobacco and non-FDA approved nicotine products such as e-cigarettes are prohibited on all campus property owned or leased and the sidewalk adjacent to the campus. This includes in and around all buildings, common areas, and parking lots on the main campus as well as the Houlton Outreach Center and Skyway housing complex. Tobacco use is prohibited in all and any University owned or leased vehicles. Tobacco use is prohibited in any and all privately owned or leased vehicles while on University property.

#### **Procedure:**

Copies of this policy will be posted in accordance with Maine Law. This policy will be provided upon request and included in training manuals, new employee orientation and reinforced/updated annually. This policy will be communicated in appropriate University publications and through internal and external communication vehicles. Appropriate signage will be posted at campus locations. The University of Maine at Presque Isle’s policy will be included in campus vendor contracts.

**Enforcement:**

From June 1, 2013 through September 30, 2013 there will be a grace period on enforcement where violators of this policy will be apprised of this policy without penalty.

Beginning October 1, 2013 policy non-compliance will be handled in the following manner for faculty, staff, students and visitors.

**Policy Enforcement for Students Violations:**

(see attachment #1, Enforcement Protocol for Students)

**Policy Enforcement for Visitor Violations:**

All University employees are expected to help enforce the tobacco-free policy with campus visitors, vendors and contractors. With evidence of prohibited tobacco use, a University employee informs the visitor of the policy, requests compliance, and provides information which summarizes the tobacco-free policy. The employee notifies the Coordinator of Safety and Security of the details of their interaction. Normally, the Coordinator of Safety and Security considers the first two such reports as warnings. With information regarding a second warning to a visitor, the Coordinator of Safety and Security initiates contact with the visitor, explains the potential sanctions for a visitor who continues to violate the policy. Notification of a third visitor violation could result in the restriction from campus grounds. The Coordinator of Campus and Security will notify the visitor in writing of the action. Should the visitor, vendor or contractor fail or refuse to properly identify themselves, the Coordinator of Safety and Security will take immediate action to have them removed from the campus.

**Policy Enforcement for Employee Violations:**

All University supervisors are required to help enforce the tobacco-free policy with their employees. Any member of the University community may inform an individual who is observed using a product in violation of this policy about the University's tobacco-free policy. Designated members of the administration (for the purpose of this policy that includes the President, Vice Presidents, Chairs and Directors) and the Coordinator of Safety and Security who observe an employee violating this policy shall remind the employee of the policy and expectation that the employee conform. The employee's department head or supervisor must then be informed about the conversation so they can follow up with policy conformance with their employee.

It is important that the University provide alleged violators with due process. Any staff or faculty member who violates the University of Maine at Presque Isle's tobacco-free policy is subject to progressive discipline up to and including termination of employment. Prior to imposing any discipline, supervisors must consult with the Office of Human Resources for advice and guidance.

**Resources:**

These and other tobacco dependence treatment resources will be promoted before and during enactment of this policy:

- UMPI Health Center at Emerson Annex 768-9586 (students, faculty and staff)
- The Maine Tobacco Helpline at 1-800-207-1230 (students, faculty and staff)
- RiseUp for one on one coaching at 1-855-274-7387 (faculty, staff)
- Cigna Employee Assistance Program at 1-877-622-4327 (faculty, staff)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment 1

### UNIVERSITY OF MAINE AT PRESQUE ISLE

#### Tobacco Free Campus Policy Enforcement Protocol for Student Violations

*(Proposed changes to the University of Maine at Presque Isle's Student Handbook and Code of Conduct to include the following:)*

**Background:** The University of Maine at Presque Isle prohibits the use of any tobacco or non-FDA approved nicotine product, including smokeless tobacco and e-cigarettes, on all campus property owned or leased and the sidewalk adjacent to the campus. This includes in and around all buildings, common areas, and parking lots on the main campus as well as the Houlton Outreach Center and Skyway housing complex. The policy is effective June 1, 2013, with formal enforcement commencing on October 1, 2013. This policy applies to all fulltime and part-time staff, faculty, students, contractors, vendors, and visitors.

**Overview of Enforcement (starting June 1, 2013):** University of Maine at Presque Isle's enforcement practices focus on education, normally allowing students two warnings prior to any formal sanctioning. A student who continues to violate the UMPI Tobacco-Free Campus Policy following two warning notifications is referred to the Student Conduct Officer for appropriate action based on the University of Maine at Presque Isle's Student Handbook and the Code of Conduct. Continuing violations may result in fines, community service or other appropriate sanctions.

**Enforcement Procedures Effective October 1, 2013:**

- 1) Evidence of prohibited tobacco use may include (but is not limited to) viewing the student smoking, disposing of a lit cigarette, exhaling smoke, spitting chew, smoking in a vehicle, or using an electronic cigarette.
- 2) With evidence of prohibited tobacco use, a University employee informs the student of the policy, requests compliance, and provides information which summarizes the tobacco-free policy and related resource information. At the time of the incident the employee may also require the student to identify him or herself. (See # 5 below)
- 3) The employee notifies the Student Conduct Officer of the details of their interaction. For purposes of this Policy the Student Conduct Officer will be as follows: For students who reside in University

housing the Conduct Code Officer will be the Director of Residence Life or his or her designee. For all others the Conduct Code Officer will be the Dean of Students or his or her designee.

- a) Normally, the Student Conduct Officer considers the first two such reports as warnings.
  - b) With information regarding a second warning to a student, the Student Conduct Officer initiates contact with the student, explains the potential sanctions for a student who continues to violate the policy; offers to discuss strategies to avoid further violations; and reminds the student of resources available regarding tobacco use and may require the student to complete a Smoking Educational Module.
  - c) Notification of a third student violation will typically trigger a formal student conduct procedure.
  - d) Normally, the sanctions for a student conduct finding of "in violation" of the Tobacco Free Campus Policy are as follows:
    - i) 1<sup>st</sup> Conduct Violation: assessment of a \$25 fine or 2 hours of on-campus or University-approved community service and a Behavioral Contract.
    - ii) 2<sup>nd</sup> Conduct Violation: assessment of a \$50 fine or 4 hours of on-campus or University-approved community service and the possible cancelation of the students housing contract.
    - iii) Failure to comply with the above sanctions will trigger a hold on the student's account and may result in further conduct charges.
    - iv) 3<sup>rd</sup> (or more) Conduct Violation: an appropriate sanction, up to and including suspension from the University of Maine System.
- 4) Failure of a student to discontinue tobacco use in a timely manner upon an official request constitutes a student conduct offense and may result in an immediate referral to the student conduct process; it does not require two prior warnings.
  - 5) Failure of a student to properly identify him or herself to a University employee in pursuit of their official duties constitutes a student conduct offense and may result in an immediate referral to the student conduct process.
  - 6) Written reports of student tobacco violations received from others not considered University employees shall be addressed in a manner consistent with both the University of Maine at Presque Isle's Tobacco-Free Campus Enforcement Protocol and the Student Conduct Code.
  - 7) All monies from fines levied and collected will be deposited in the University of Maine at Presque Isle's Student Activities Office account.

