SMOKE-FREE WORKPLACE

A. Purpose

The University of Texas-Pan American has a responsibility to and is committed to maintaining a healthy work, educational, and living environment. UTPA in compliance with The University of Texas System Board of Regents' *Rules and Regulations* Rule 80111 adopts this smoke-free policy.

B. Persons Affected

This policy applies to all UTPA faculty, staff, students, visitors, and contractors.

C. Policy

1. For the health of all employees, students, and visitors, smoking is prohibited:

   a. Inside all buildings owned and occupied or leased and occupied by UTPA.

   b. In University vehicles including, but not limited to, shuttle buses, escort vans, golf carts, utility vehicles and campus Police vehicles.

   c. In the following outdoor areas:

      i. Within twenty-five (25) feet of a building entrance, stairway to buildings, and outdoor passageways to entrances and stairways.

      ii. Within twenty-five (25) feet of a building air intake unit, open window, or other locations that could impact the air quality of the building.

      iii. Courtyards or other areas where air circulation may be impeded by architectural, landscaping or other barriers.

      iv. Entry or service lines, such as for ticket purchases, event admissions, bus stops, ATMs, etc.

      v. Permanent or temporary seating areas for major events such as outdoor concerts, or barbecues, groundbreaking ceremonies, University receptions,

      vi. Fixed seating areas for athletic events such as the UTPA Tennis Courts, or UTPA baseball stadium.

      vii. Rooftops of University owned or leased buildings

   d. In any area where there is a designated non-smoking sign.

2. Tobacco sales are prohibited on the UTPA campus or at University-sponsored events.

D. Definitions

Not applicable.

E. Responsibilities

Effective implementation of the smoking policy depends upon the courtesy, respect, and cooperation of all members of the UTPA community.

1. Supervisors are responsible for notifying their employees of and ensuring compliance with this policy, and for handling violations of this policy in accordance with established University administrative/disciplinary procedures.
2. Employees are responsible for full compliance with this policy.
3. Building supervisors are responsible for monitoring of their assigned building or other facilities for compliance with this policy.
4. Smokers are responsible for proper disposal of smoking materials.

F. Procedures

1. Compliance

   All members of the University community shall comply with this policy. In light of the considerable research that demonstrates the health effects associated with second-hand smoke, persons in designated smoking areas (as specified above) should honor the wishes of nonsmoking persons in that particular area.

2. Enforcement and Discipline

   Violations of this policy shall be handled as follows:

   a. Employees

      Violations of this policy by employees will be handled in accordance with established University administrative/disciplinary procedures.

   b. Students

Students who violate this policy will be referred to the Dean of Students to be disciplined in accordance to the rules established in *Handbook of Operating Procedures* Section 5.5.3, Students Disciplinary Hearing and Appeals Procedures.

c. Visitors

Campus police will inform visitors who are found to be smoking in any UTPA facility or on campus grounds of this institutional policy. Visitors who refuse to abide by the policy will be asked to leave the campus. Employees are also encouraged to inform visitors of the University's Smoke-free Workplace policy.

3. Litter

a. Smokers are required to discard cigarettes/cigars, etc. in appropriate receptacles or containers when finished. Improper disposal is a fire hazard and a violation of this policy.

b. Failure to dispose of cigarette butts in the appropriate receptacle is a violation of the institution's Municipal Separate Storm Sewer System (MS-4) policy.

4. Smoking Cessation Assistance

Information and help on smoking cessation is available through the UTPA Employee Assistance Program (EAP). Information is available through the Human Resources website at http://portal.utpa.edu/utpa_main/dba_home/hr_home/hr_employee_programs/hr_employee_assistance.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Director of Environmental Health and Safety – Senior Reviewer
2. Assistant Vice President for Business Affairs/Director of Human Resources
3. Chief of Police
4. Staff Senate Chair
5. Faculty Senate Chair
6. Academic Affairs Executive Team
7. SGA President
8. Dean of Students