



## Smoke/Tobacco-Free Procedures

*Last Updated: February 20, 2015*

### 1. Purpose

These procedures define the purpose, scope, responsibilities, and procedures for managing compliance with the Kennesaw State University (KSU or the University) Smoke-Free and Tobacco-Free Policy.

### 2. Scope

These procedures affect all KSU employees, faculty, staff, and students as well as all visitors and third parties (contractors, subcontractors, spectators and others) who are visiting, working, or attending activities and/or events on University property.

### 3. Responsibilities

#### a. University President

The Board of Regents (BOR) of the University of Georgia (USG) Tobacco and Smoke-Free Campus Policy designates responsibility to the president of each institution to define any exceptions to the BOR Tobacco and Smoke-Free Campus Policy. Further, the BOR designates overall enforcement and authority of the policy to the president of each institution; with the emphasis that enforcement is also a shared community responsibility that should involve all students, faculty, and staff to help keep the campus tobacco-free.

#### b. Smoke/Tobacco-Free Committee

The KSU President and KSU Smoke-Free and Tobacco-Free Policy established and designated responsibility to the KSU Smoke/Tobacco-Free Committee (the Committee) for developing, implementing, and overseeing the policy, procedures, best practices, and activities for the University.

#### c. All Students, Employees, Third-Parties, Contractors, and Visitors

All members and guests of the University community are:

1. Required to comply with the KSU Smoke-Free and Tobacco-Free Policy and related procedures.
2. Required to comply with any sanctions issued as a result of their violation of the KSU Smoke-Free and Tobacco-Free Policy.
3. Encouraged to report any incidents of policy violation via the KSU online grievance reporting system (beginning 01/06/2015).

d. Departments

Oversight and management of these procedures involves many university departments and includes but is not limited to Human Resources (HR), the Office of the Dean of Student Success, Department of Student Conduct and Academic Integrity (SCAI), Department of Public Safety (DPS), Environmental Health and Safety (EHS), and the Center for Young Adult Addiction and Recovery (CYAAR). While each respective department is responsible for implementation and management of their respective procedures, the following are the primary responsible offices for this procedure:

1. The Office of the Dean of Student Success is designated as the “central record office” responsible for managing the KSU online grievance reporting system to be utilized for assessment of smoke/tobacco-free compliance.
2. The Department of Student Conduct and Academic Integrity (SCAI) is responsible for managing student infractions and consequences.
3. Human Resources (HR), in coordination with the employee’s direct supervisor, is responsible for oversight and management of employee infractions and consequences.

**4. Procedures**

The University President has approved a phased approach to enforcement for the KSU Smoke-Free and Tobacco-Free Policy. This approach is intended to allow sufficient time for communications about the policy and to encourage a climate of acceptance within the campus community. If voluntary compliance is assessed and found insufficient at any time the Smoke/Tobacco-Free Committee may recommend and the University President may approve implementation of sanctions, including graduated fines. If sanctions are approved for implementation, those changes will be communicated to the campus community and these procedures will be updated to include, where required, conduct hearing procedures.

a. Enforcement

The phased approach to enforcement is as follows:

- Phase I: 08/14/2014-09/30/2014
  - Implement Communications and Kick-off Activities.
  - Policy not yet in effect.
- Phase II: 10/01/2014-01/05/2015
  - Implement Communications and Cessation Activities.
  - Enforcement via communications and campus activities.
  - No violation letters issued or tracking of violations.
- Phase III:
  - Effective 01/06/2015: KSU online grievance reporting system for public and internal (employee/student) reporting and violation tracking begins.
  - Effective 03/01/2015: Enforcement and ticketing begins. (\$25.00 ticket per violation from a KSU Police Officer). Fee assessments and collections will be processed similarly to parking tickets, with an

equivalent appeal process. If any individual receives multiple violations, KSU reserves the right to initiate action against:

- Individual employees under KSU Employee Handbook and related HR procedures for policy infractions.
  - Individual students under the KSU Student Code of Conduct.
  - Contractors, visiting lecturers/speakers, and performers, under the terms of the University contract/agreement.
  - Third-parties and visitors as trespassers.
  - Appeal process for tickets will be equivalent to the process for parking tickets and each appeal will go through a due-process by the respective student and/or faculty, staff, or visitors parking (and other citations) appeal panel(s).
- 01/06/2015-06/20/2015: Assessment of reported violations and compliance monitoring to determine any change in enforcement procedures and sanctions.
  - Ongoing: If deemed necessary, the Smoke/Tobacco-Free Committee may recommend and the University President may approve increased enforcement and sanctions.

b. Reporting Violations

Beginning 01/06/2015 any employee, student, and/or the public may report via the KSU online grievance reporting system (<http://www.kennesaw.edu/concern/>) any incident when someone violates the KSU Smoke-Free and Tobacco-Free Policy. A link to the reporting system will be posted on the KSU Smoke/Tobacco-Free website beginning 01/06/2015.

When reporting violations the following information should be provided (\* indicates required fields):

1. Reporter's Name
2. Reporter's Email\*
3. Your Affiliation with KSU\*
4. Concern Category: Smoking/Tobacco\*
5. Date/Time of Incident\*:
6. Explanation of basis for concern/appeal\*: Provide description of the incident with sufficient information for the University to determine that an infraction has occurred, including a description of the physical location on campus.
7. Involved Individuals
8. Verification\* (enter code and submit)

c. Monitoring and Managing Reported Violations

While SCAI and HR are jointly responsible for monitoring and managing reported violations in the KSU online grievance reporting system, a “central record office” will be designated to receive and route the initial reported violations. Shared monitoring and management procedures include the following:

1. Central Record Office (Office of the Dean of Student Success)
  - a. Maintain standard violation warning letter template in the system that communicates consistent information to all reported violators.
  - b. Review coding within the system to ensure HR can monitor employee violations and SCAI can monitor student violations.
  - c. Maintain system records of reported violations and track statistics by violator status, location of violation, and individual frequency of violations for assessment purposes and to determine if compliance is sufficient university-wide.
  - d. Coordinate additional enforcement assistance as needed related to third-parties and visitors.
2. Department of Student Conduct and Academic Integrity (SCAI)
  - a. Monitor student cases throughout the assessment process.
  - b. Determine if individual cases require immediate action, and if so, follow the established policies and procedures related to violations of the KSU Student Code of Conduct.
3. Human Resources (HR):
  - a. Monitor employee cases throughout the assessment process.
  - b. Determine if individual cases require immediate action, and if so, follow the established policies and procedures related to violations of the KSU Employee Handbook.