

MSU Tobacco Use Policy

In an effort to promote healthy employees and a healthy environment, Morehead State University implemented [UAR 902.01](#) in the summer of 2011. Specifically, [UAR 902.01](#) prohibits the use of all tobacco products on University owned or controlled property.

This policy is in effect for all persons, at all times, who are attending classes, working, living, visiting, attending/participating in athletic events, programs, and all activities and programs on University owned, leased, or controlled property and in campus owned, leased, or rented vehicles. This includes University property outside the main campus such as farm facilities, golf courses, art galleries, parking lots, performance venues, and sporting venues, and functions that are held in these facilities and venues.

While Morehead State University remains committed to maintaining a healthy campus environment and encouraging members of the campus community to engage in healthy behaviors there are two designated tobacco use areas for the campus. This has become necessary as members of the University community have not respected private and city property adjacent to the campus, portraying a less than positive image of Morehead State University to our neighbors, visitors, and guests.

Two areas have been developed as designated tobacco use areas. ***It is in these areas only that tobacco use will be permitted.*** The areas have seating and receptacles for the proper disposal of trash and tobacco waste. The locations are:

- a) On the west end of campus - the concreted area in the backyard of the faculty house on the corner of Second Street and Battson-Oates, across Second Street from Lappin Hall. This area is accessed from Second Street. Stairs enter the yard from the south side of the Second Street sidewalk. Gravel will designate a walkway to the tobacco use area until concrete can be poured as weather allows.
- b) In the east-central area of campus – an area on the west side of the faculty parking lot behind Baird Hall at the end of the fenced area housing the AC unit. The area will be restricted to the paved surface in order to maintain the existing green space bordering the parking area.

Violators of the Tobacco Use Policy are subject to fines and progressive disciplinary actions. Alleged violations which involve employees will be addressed through the Office of Human Resources and appropriate supervisory personnel. Alleged violations which involve students will be addressed by the Assistant Vice President/Dean of Students as outlined in the on-line version of the *Eagle Student Handbook* (See "Scope of Authority", page 27 and "SCC 3200", pages 68-69).

It is expected that all MSU faculty, staff, and students will adhere to and assist in the enforcement of the University Tobacco Use Policy. Tobacco use must be confined to the designated areas. Individuals who utilize the designated areas should be mindful of cleanliness, disruptions, and University image. Individuals should use proper receptacles to dispose of all tobacco waste, garbage, etc... In addition, designated tobacco use areas should not be utilized in a manner which could cause disruption to others (i.e. amplification of music, etc...) or create a negative image for the University (i.e. littering, obstruction of pedestrians or vehicles, etc...).

Violations of the University Tobacco Policy should be reported to the Office of Human Resources (employees) and the Assistant Vice President/Dean of Students (students).

Reporting Violations of the MSU Tobacco Policy

It is expected that all MSU faculty, staff, and students will adhere to, and assist in the enforcement of [UAR 902.01](#) (Tobacco Use Policy). Individuals who witness violations of [UAR 902.01](#) are expected to file a report with the Office of Human Resources (employees) or the Assistant Vice President/Dean of Students (students).

Confronting others regarding behaviors that are contrary to University policies can be a difficult task. However, it is a critical element of the educational environment in which we live and work. The following is an outline of how faculty, staff, and students should address violations of [UAR 902.01](#):

If you are a direct witness to the behavior:

- 1) Initiate a conversation with the person by introducing yourself.
- 2) Ask the individual if s/he is an employee or a student.
- 3) If the person answers in the affirmative, ask him/her if s/he is aware of the campus Tobacco Policy.
- 4) If the individual states that s/he is not aware, share that MSU is a tobacco-free campus.
- 5) If the person is an employee or student, ask him/her to provide his/her name and ID number.
- 6) If the person refuses to cooperate, call MSUPD (783-2035)
- 7) If the person is not an employee or student, ask him/her to provide his/her name.
- 8) Share with the person that we have two designated tobacco use areas on campus.
- 9) If the person is an employee, share the information with the Office of Human Resources.
- 10) If the person is a student, or has no connection to MSU, share the information with the Assistant Vice President/Dean of Students. _____

If you are not able to address the behavior in person:

- * An example of this would include seeing a person smoking in a non-designated zone while driving in your car. You would not stop to confront the person; however, you are still encouraged to report your observation.
- 1) If you know the name of the person, and s/he is an employee, share the information with the Office of Human Resources.
 - 2) If you know the name of the person, and s/he is a student, share the information with the Assistant Vice President/Dean of Students. _____
 - 3) If you know nothing about the person, share the information with the Assistant Vice President/Dean of Students. _____

Consequences of Violating the Tobacco Use Policy

Alleged violations of [UAR 902.01](#) will be addressed by the Office of Human Resources (employees) and the Assistant Vice President/Dean of Students (students) using established University policies and protocol.

Students found to be in violation of [UAR 902.01](#) are subject to the following sanctions:

First Violation -	\$50.00 Fine
Second Violation -	\$100.00 Fine
Third Violation -	\$200.00 Fine

* In addition to the aforementioned fines, students may be required to complete other sanctions as outlined in the on-line version of the *Eagle Student Handbook*.

Employees found to be in violation of [UAR 902.01](#) are subject to the following sanctions:

Individuals will meet with their supervisors and/or the Office of Human Resources to determine an appropriate course of action. Each alleged incident, and subsequent decision, will be documented in the personnel file of the employee as maintained by the Office of Human Resources.