



UNIVERSITY POLICY

SUBJECT:	ADMINISTRATION	TITLE:	CLEAN AIR/SMOKE-FREE ENVIRONMENT		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Human Resources	
CODING:	00-01-10-15:00	ADOPTED:	08/04/78	AMENDED:	01/12/10
				LAST REVIEWED: 01/12/10	

I. PURPOSE

To set policy regarding a clean air/smoke-free environment in all University owned or leased facilities and vehicles and to protect the health of non-smoking patients, faculty, staff members, students, volunteers, visitors and the general public.

II. ACCOUNTABILITY

Under the direction of the President, the Executive Vice President for Academic and Clinical Affairs, Senior Vice President for Administration, Deans, President/CEOs, and Vice Presidents shall ensure compliance with this policy. The Deans shall implement this policy with respect to faculty, housestaff and students. The Vice President for Human Resources shall implement this policy with respect to staff. The Vice Presidents and President/CEOs of the Healthcare Units shall implement this policy with respect to patients, visitors and volunteers.

III. APPLICABILITY

This policy applies to all University employees (staff, faculty, housestaff).

IV. DEFINITION

Smoking is defined as the burning of a lighted cigarette, cigar, pipe or any other substance which contains tobacco. Chewing tobacco is also prohibited by this policy.

V. POLICY

A. Requirements:

1. In an effort to provide a safe, healthy and comfortable environment for all patients, faculty, staff members, students, volunteers, visitors and the general public, smoking is prohibited in all University owned or leased facilities and vehicles.
2. There shall be no smoking at or near the front or main entrances of any University owned or leased building, unless otherwise designated.
3. Outdoor smoking areas have been established for each campus and are identified with the sign "Designated Smoking Area." These are the only areas where smoking is permitted.

4. Smoking is prohibited for patients unless specifically authorized by the attending physician acting in collaboration with nursing personnel in the rare circumstance that smoking is in the best interest of the patient concerned.
5. Each academic, healthcare and administrative unit of the University shall ensure dissemination and enforcement of this policy among respective constituents at all University campuses
6. All members of the University community are responsible for maintaining a smoke-free environment.

B. Enforcement:

1. All supervisory, faculty and staff members will ensure that the individuals they supervise, including students or volunteers assigned to their areas, comply with this policy. Faculty supervisors shall consult with their Dean for a determination of the disciplinary action to be taken for faculty with a repeat failure to comply. The Associate Dean for Student Affairs shall consult with the Dean for determination of the disciplinary action to be taken for students with a repeat failure to comply. Staff supervisors shall consult with Human Resources Labor Relations office for a recommendation of the disciplinary action to be taken for staff members with a repeat failure to comply. Volunteer supervisors shall consult with their respective managers for a determination of the disciplinary action to be taken for volunteers with repeat failure to comply.
2. If the smoker is a faculty supervisor, the offense may be reported, on a confidential basis, to the appropriate Dean or Vice President's office for resolution. If the smoker is a staff supervisor, the offense may be reported, on a confidential basis, to the Human Resources Labor Relations Coordinator.
3. If the smoker is a patient or visitor who has failed to respond to reminders or requests for compliance, the campus Public Safety Office shall be contacted. In cases where smokers are patients, Medical and Nursing staff shall be consulted by the Public Safety Officer(s) involved prior to any action being taken. Public Safety shall notify the smoker of the requirements of applicable New Jersey State Law and if compliance is not immediately obtained, shall escort visitor smokers from the premises.
4. Sanctions
 - a. Faculty, staff members, students and volunteers who violate this policy are subject to appropriate disciplinary action up to and including fines (in accordance with New Jersey State Law 26:3D-12 and 3D-20), suspension, termination, or expulsion from the University.
 - b. Patients not authorized by their physicians to smoke as per paragraph A4. above who are in violation of this policy may be fined and/or discharged if appropriate.
 - c. Additionally, violators may be subject to penalties provided by New Jersey State law.

C. Responsibilities:

1. The Deans, President/CEOs and Vice Presidents are responsible for ensuring compliance with this policy which may include referring individuals to appropriate smoking cessation programs.
2. The Executive Director of Facilities Planning, Management & Construction is responsible for ensuring that signs are posted as part of the UMDNJ Signage Program.

3. The Department of Public Safety is responsible for supporting the Deans, Vice Presidents and President/CEOs in enforcing this policy.

By Direction of the President:

Vice President for Human Resources