
POLICY TITLE: Policy on Tobacco Usage

POLICY PURPOSE: To establish the University's policy on smoking and tobacco usage.

BACKGROUND: Fort Hays State University (FHSU) recognizes the health and safety hazards of tobacco products and therefore prohibits the use of tobacco products within all University buildings, facilities and vehicles owned by the University, as well as all other exterior spaces not designated as a smoking area.

APPLIES TO: Faculty, Staff, Students and Visitors

DEFINITIONS:

CONTENTS:

POLICY STATEMENT: Smoking and the use of tobacco products are prohibited in all Fort Hays State University buildings and facilities. Smoking is only permitted on the FHSU campus proper, Sternberg Museum, Kansas Wetlands Educational Center, and the University Farm, Pavilion and Rodeo Grounds (collectively referred to as "FHSU's campus") in designated parking lots. A map showing the parking lots that have been designated as smoking areas is attached to and incorporated in this policy. Smoking is prohibited in all other areas on FHSU's campus that are not clearly marked as a designated smoking area.

Complaints concerning violations of these regulations will be submitted to the University Police Department (UPD). The UPD shall have the authority to warn, issue a citation including a fine and/or remove flagrant violators of this policy or any rude or insolent person who is in violation of this policy from campus, pursuant to the provisions regarding Campus Bans and Trespassing in the Fort Hays State University Use of Campus Facilities policy. After a warning the first offense will carry a fine of \$10, the second offense \$25, and all future offenses \$50. Additionally, if such person is a student, the matter will be referred to the Division of Student Affairs for handling in accordance with the Student Code of Conduct. If such person is an employee, the matter will be referred to the employee's supervisor and, in the case of classified employees, the Director of Personnel Services. Each violation of this policy by an employee will be considered a disciplinary event with consequences determined by the number of events. By this policy, the entire university community is encouraged to communicate this policy, and the location of the designated smoking areas, to all other university community members and visitors. All contractors working on campus should be informed of this policy through communication prior to work beginning and if possible in the written documentation authorizing the work.

Exceptions to this policy must be submitted in writing to the appropriate vice president and be approved by the president of the University.

In support of this policy, the Wellness Center and the Student Health Center offer free office visits for smoking cessation and free smoking cessation medication while supplies and funding last. This policy will become effective January 4, 2012.

The provisions of K.S.A. 21-4009 through K.S.A. 21-4014 and amendments thereto are fully incorporated herein and will be enforced pursuant to the provisions of those statutes.

**EXCLUSIONS OR
SPECIAL
CIRCUMSTANCES:**

**RELATED
DOCUMENTS:**

Policies:

Forms:

Other: The provisions of K.S.A. 21-4009 through K.S.A. 21-4014 and amendments thereto are fully incorporated herein and will be enforced pursuant to the provisions of those statutes.

KEYWORDS:

Tobacco, Smoking, designated smoking areas, smoking cessation

**RESPONSIBLE
OFFICE:**

Vice President for Administration and Finance

**RESPONSIBLE
UNIVERSITY
OFFICIAL:**

Vice President for Administration and Finance

ORIGINATION DATE: 3/5/08

REVIEW CYCLE: 3 Years

POLICY ADDRESS:

**LAST
APPROVED ON:** 1/4/2012

**REVIEW/CHANGE
HISTORY:** Adopted by President's Cabinet 3/5/2008
Revisions Adopted by President's Cabinet 9/1/2010
Revisions Adopted by President's Cabinet 1/4/2012

**NEXT REVIEW
DATE:** 1/2015

