# 1000.240 TOBACCO FREE CAMPUS PROCEDURE

## A. PURPOSE

The following outlines and establishes procedures associated with the tobacco free campus policy.

## B. EDUCATION AND AWARENESS

Education of the tobacco free campus policy depends on the cooperation of all WVC employees and students not only to comply with the policy but also to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance.

The tobacco free campus policy is augmented by an education and awareness campaign that may include but not be limited to:

### 1. Statements in various Wenatchee Valley College (WVC) publications, flyers, recruitment notices, student guides and handbooks, and appropriate web sites.

### 2. Informational meetings, postings, and e-mail notifications.

### 3. Educational campaigns using classmates and colleagues.

### 4. Establish culture of awareness through peer education.

### 5. Each curriculum and continuing education instructor is encouraged to explain the policy at the beginning of the term of each class.

### 6. Coaches of intercollegiate athletic teams are encouraged to explain the policy at the beginning of each sport's season and communicate the policy to the coaches of visiting teams.

## C. SIGNAGE

Proper signage indicating that the college is a tobacco free campus shall be prominently displayed on college grounds and buildings.

## D. ENFORCEMENT

### 1. Enforcement is the responsibility of campus security personnel.

### 2. Campus security or designee will use its discretion when enforcing this policy. Based upon the circumstances, campus security or designee may issue a verbal warning, warning citation or citation with fine.

## E. FINES

Each citation with fine for violation of the tobacco free campus policy is $50.

## F. PAYMENT OF FINES

All fines are to be paid within 20 business days of the date of the citation was issued. Payment is to be made to the WVC Cashier’s Office, Wenatchi Hall (Wenatchee campus) or the WVC Administration Building (Omak campus), during regular business hours.

## G. UNPAID FINES

### 1. Students who have an unpaid tobacco violation fine after 20 days will have their records placed on “hold.” This action will prevent the student from adding or dropping classes, enrolling in future classes and obtaining a copy of his or her transcript until all fines are paid.

### 2. Employees who have one or more unpaid tobacco violation(s) on file will be referred to the appropriate dean or department head.

## H. REPEATED OFFENSES

### 1. For students, security will report repeated offenses to the student development office. Repeated offenses are in violation of the student code of conduct and could lead to administrative actions, including probation or suspension.

### 2. For employees, security will report repeated offenses to the employee’s immediate supervisor. Compliance with WVC rules, regulations, policies and procedures is considered a standard part of job performance for all employees. Repeated offenses by an employee under this policy may be addressed through informal discussions between the employee and their immediate supervisor (e.g., clarifying the WVC tobacco free campus policy, outlining available resources, and helping the employee to develop a strategy for compliance with the tobacco free campus policy), or through corrective/disciplinary action in accordance with applicable college rules, regulations and bargaining agreements.

## I. MEMBERS OF THE PUBLIC AND/OR VISITORS TO THE COLLEGE

Members of the public and/or visitors who use tobacco on college property will be asked to extinguish any type of cigar, cigarette, pipe, electronic cigarette, or other smoking equipment. The use of smokeless/chewing tobacco is also prohibited and must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, campus security or designee may direct the visitor to leave college property.

## J. APPEAL PROCESS

Persons cited for violations of the tobacco free campus policy who feel they have been unjustly cited may appeal the citation by filing a written appeal to the vice president of administrative services. The appeal must be received within 10 business days after issuance of the citation or the right to appeal is forfeited. All appeals of tobacco violations will be considered with respect to the current WVC tobacco free campus policy. The vice president of administrative services may dismiss, suspend or impose a lesser fine. This decision is final.

## K. EXCEPTIONS

With prior written approval of the president or designee, the use of tobacco may be approved for cultural purposes including, but not limited to:

### 1. Specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act. All ceremonial use exceptions must be approved in advance by the president or designee.

## L. TOBACCO USE CESSATION PROGRAMS

The college is committed to support all students and employees who wish to stop using tobacco products. Assistance to students, faculty, and staff to overcome addiction to tobacco products is available through human resources and student services. Referrals to cessation services are encouraged.

Approved by the president’s cabinet: 10/30/12, 10/7/14

Presented to the board of trustees: 2/20/13, 11/19/14

Last reviewed: 10/1/19

Procedure contact: Human Resources

Related policies, procedures and related resources

 000.240 [Tobacco Free Campus Policy](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.240-tobacco-free-campus.html)

[Tobacco Free Campus Resources](https://www.wvc.edu/humanresources/policies-procedures/tobacco-free-campus/index.html)