Central Texas College District Human Resource Management Operating Policies and Procedures Manual
Policy No. 230: Smoking & Tobacco Use

I. PURPOSE

To establish a smoking and tobacco use policy for the health and wellness of employees and students of CTCD.

II. SCOPE

This policy applies to all CTCD employees, students, guests and visitors at the Central Campus in Killeen, Texas. The smoking and tobacco use policy for other locations will be in accordance with that established for the particular site or campus.

III. POLICY

CTCD Central Campus is a tobacco-free environment. The use of all tobacco products including but not limited to cigarettes, cigars, pipes and smokeless tobacco and electronic cigarettes is prohibited.

A. The use of tobacco products shall be prohibited anywhere on campus, including all buildings, streets, sidewalks, parking areas, rural property, parks, grounds and other property owned or operated by the College District, with the only exception being inside the married student housing units and inside the enclosed passenger compartment or cab of a personally owned vehicle.

B. The use of tobacco products is prohibited in all vehicles owned or leased by CTCD. Employees may use tobacco products inside the cab of their personal vehicles while on CTCD property.

C. The use of tobacco products is prohibited for all employees while operating any machinery or equipment**.**

D. These restrictions apply at all times, including after normal duty hours, on weekends and on holidays.

E. Supervisors and Building Coordinators are jointly responsible for ensuring compliance with the smoking policy within a building. Supervisors are responsible for ensuring that employees using a CTCD vehicle, within the course and scope of their regular job duties, comply with the conditions of this policy with respect to that vehicle.

F. CTCD employees who sign for a college vehicle are responsible for compliance in

that vehicle.

G. Employees who violate the smoking policy may receive a ticket from CTCD Campus Police or disciplinary action, up to and including termination of employment.

H. The sale or promotion of tobacco products shall be prohibited anywhere on campus. This will also include prohibiting sponsorship of any school activity by tobacco companies.

IV. PROCEDURES

Employees wishing to complain about violations of the smoking policy should contact CTCD Campus Police, or the appropriate department supervisor.