



Tobacco-Restricted Initiative Implementation Guidelines for Compliance

Effective August 15, 2009, the Bluegrass Community & Technical College Tobacco Policy is revised to create a tobacco-restricted college that encompasses all BCTC campus sites, including all BCTC owned, operated, or leased properties. These guidelines were prepared to assist employees (faculty and staff) and students in the implementation of this change. The new college policy states:

BCTC Tobacco-Restricted Policy: The use of all tobacco products is prohibited, *except* within a designated outdoor area, in all owned, operated, leased or controlled BCTC buildings and structures, grounds, parking lots, walkways, sidewalks, and vehicles. Students attending Cooper Campus need to be aware that the University of Kentucky tobacco policy is even more restrictive. See UK's website for further information.

Violation of the policy is defined as using any tobacco products within the prohibited areas.

Successful implementation of the policy will engage everyone in creating a culture of compliance. Employees will be advised to provide clear, compassionate yet firm messages to communicate the policy. Administrators and managerial staff are encouraged to create increased policy awareness.

Using scripted messages, employees may courteously remind any employee, student, visitor, vendor, or contractor violating the policy that the policy prohibits the use of all tobacco products *except* within a designated outdoor area.

I. Employees

All BCTC employees (staff and faculty) will be informed of the Bluegrass Community & Technical College Tobacco-Restricted Policy. An employee who violates the policy will be subject to corrective action under the KCTCS Human Resources Policies and Procedures or other applicable BCTC Regulations or Policies.

KCTCS Administrative Policies and Procedures 2.0.2.1.1 Employee Rights and Responsibilities states in part, "Employees also have the responsibility to abide by KCTCS policies and procedures, applicable laws, as well as college and departmental rules and guidelines."

Employees may obtain information about treatment to manage symptoms and/or treat tobacco dependence at the following website: <http://www.bluegrass.kctcs.edu/hr/forms/>.

Employees: Violation of the Bluegrass Community & Technical College Tobacco-Restricted Policy

<u>Who is Responsible for Disciplinary Action</u>	<u>Action</u>
Supervisor	<ul style="list-style-type: none"> *Counsel employee on tobacco policy *Offer employee Tobacco Treatment Service and refer employee as appropriate *Document repeated occurrences *If there are repeated occurrences and follow-up counseling and employee is still non-compliant, consult HR for appropriate disciplinary action

II. Students

During the admission and enrollment process, all students will be informed of the Bluegrass Community & Technical College Tobacco-Restricted Policy and receive a handout.

Student violators on BCTC owned, operated, or leased property will be reported to the Student Development Office. Students who violate the policy will be subject to corrective action according to the Student Code of Conduct:

Article III, 3.2.15: “Violating any rule or regulation not contained within the official college publications, but announced as administrative policy by the chief executive officer or his/her designee.”

During admission and orientation to the BCTC community, the policy will be reviewed with the student and family. Students will be encouraged to obtain information about treatment to manage symptoms and/or treat tobacco dependence at the following websites:

- <http://www.bacchusnetwork.org/tobaccofreeu.asp>
- <http://www.tobaccofree.org/>
- http://www.cancer.org/docroot/PED/content/PED_10_13X_Guide_for_Quitting_Smoking.asp?from=fast

Students: Violation of Bluegrass Community & Technical College Tobacco-Restricted Policy	
Who is Responsible	Action
Witness	<ul style="list-style-type: none"> • Notify the Student Development Office or Campus Director • Document all actions
Student Development Office Campus Director	<ul style="list-style-type: none"> • Meet with student to emphasize importance of compliance with policy and advise of potential consequences including disciplinary action. • Highlight programs/opportunities available to assist student with tobacco cessation • Document actions in student file • If they are repeated offenses, meet with student and inform of disciplinary action to be taken up to and including dismissal

III. Campus Visitors

All guests and visitors will be informed of the Bluegrass Community & Technical College Tobacco-Restricted Policy, and will be notified of this policy through on-campus signage.

Tobacco use violations by any person will be reported to the appropriate campus authority. Guests and visitors who violate the policy may be asked to leave the area.

IV. Vendors

Vendors and contractors will be informed of the Bluegrass Community & Technical College Tobacco-Restricted Policy in the bid or contract documents. Violations of the policy by vendors or contractors or any of their employees or agents, including subcontractors will be considered a breach of contract.

Tobacco use by a vendor or contractor will be reported to appropriate campus contact. The name or description of the individual and location should be provided. Follow up will be handled by the Safety & Security Coordinator.

(See information and location regarding the “Tobacco Zone” for each of the BCTC campus sites.)