



**STAFF EMPLOYMENT MANUAL**

**Title: 6.0 Employee Relations**

**Chapter: 6.13 Smoking/Non-Smoking**

**Issuance Status and Effective Date: July 2011**

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**1. Policy**

The University is required by Connecticut statute to maintain and post a policy on smoking and non-smoking of pipes, cigars and cigarettes. It is the University's policy to establish, communicate and enforce restrictions on smoking in University areas based on the following criteria:

- a. to comply with a specific code, regulation or law, including the Connecticut Indoor Clean Air Act; and
- b. to prevent deterioration and/or damage to surroundings, equipment and materials adversely affected by smoke.

**2. General Smoking Prohibitions**

Smoking is not permitted in any building or vehicle of the University. There is no formal break period for those employees who have the opportunity to take refreshment in the normal course of their duties without interference with their work. If absolutely necessary, an employee, with supervisor's approval, will be allowed one 10-minute break in the morning and the afternoon to smoke. These breaks are to be taken on an individual, rather than group, basis in any given department.

At all times, courtesy to non-smokers must be observed by staying away from all building entrances and exits to avoid complaints of secondhand smoke. At no time will smokers loiter around any University building entrance or exit. All entrances and exits should remain clear for University traffic, which includes visitors, students and employees.

**3. Specific Smoking Prohibitions**

Specific prohibitions against smoking are posted in accordance with the policy criteria stated above. Management is responsible for ensuring compliance with specific smoking policies in facilities or areas under their responsibility. (See also **6.12, Health and Safety.**)

**4. "No Smoking" Signs**

Uniform signs are provided and installed by the Facilities Department to affect this policy.

**5. Enforcement**

Infractions of smoking/non-smoking rules subject the offender to disciplinary action as deemed appropriate in each case. Such discipline is administered or recommended by the supervisor or any other campus authority responsible for implementation of rules and practices. (See also **6.02, General Expectations.**)