



BUTLER UNIVERSITY POLICY & PROCEDURE

POLICY NAME: Smoking	POLICY NUMBER:
SCOPE: Faculty, Staff, Visitors	DEPARTMENT: Human Resources Management & Development
EFFECTIVE DATE: March 1, 2011 APPROVED BY: Dr. Bobby Fong	REV. DATE:

PURPOSE:

Butler University is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. Motivated by the University's desire to provide a healthy work environment for all of its employees, the following smoking policy has been adopted and shall apply to all faculty and staff of the University, and to visitors to the campus.

To further reduce the incidence of smoking on campus, educational programming and smoking cessation strategies are available through Healthy Horizons for faculty and staff.

POLICY:

It is the policy of Butler University to allow smoking exclusively in a small number of designated outdoor smoking areas. The designated smoking areas are not near entrances to buildings or frequently traveled pathways. Signage identifies designated areas and smoking receptacles are available at these locations. Smoking is prohibited while walking on campus property or while driving or riding in a vehicle owned or leased by the University.

DEFINITIONS:

For purposes of this policy, smoking is defined as the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.

SCOPE:

This policy applies to:

- Faculty and staff.
- Persons using vehicles owned or leased by the University.
- Visitors to campus including contractors, consultants, and temporary employees.
- Student workers.

Smoking is not allowed in or around buildings occupied by University faculty, staff and students including classrooms, laboratories, private offices, residence halls, University apartments and common areas except in those locations designated as smoking areas. Designated smoking areas are:

1. Hinkle Fieldhouse: Outside of Gate #4 on the east side of the building and away from the door.
2. Clowes Memorial Hall: West side of the building on the patio between Clowes and Lilly Halls.
3. Robertson Hall: Rear of building on north end (Johnson Room) away from the patio and back doors.
4. Gallahue Hall: Rear of building on sidewalk south of the greenhouse.
5. Atherton: Rear of building near loading dock away from door.
6. Irwin Library: Southwest of building near mall.

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7. ResCo Hall: Same as location for Irwin Library.
8. Schwitzer Hall: Rear of northeast wing near parking lot.
9. Ross Hall: West side of building.
10. University Terrace Apartments: South end of building.
11. Jordan Academy of Dance and Facilities Management: West end of Facilities Management Building.
12. Apartment Village: South end of complex near parking lot.

[Click on this link](#) to view a map showing designated smoking areas.

It is expected that individuals who smoke will show concern for the neatness of the area and put smoking-related waste in proper receptacles provided for that purpose. Smoking should be in well-lighted designated smoking areas in the evening for purposes of personal safety.

PROCEDURE:

The success of this policy depends upon the thoughtfulness, consideration, goodwill and cooperation of both smokers and non-smokers. All members of the Butler University community share in the responsibility of adhering to and enforcing this policy.

Resolving complaints about smoking:

1. Complaints about violations of this policy should be brought initially to the attention of the individual who is violating the policy. Every attempt should be made to resolve this issue at this level.
2. If the complaint is not resolved, the violation should be brought to the attention of the individual's supervisor, if known.
3. If the violation continues, the supervisor and/or the original complainant should contact Human Resources Management and Development (HRM&D).
4. Employee relations issues regarding staff who smoke should be resolved by the supervisor with the assistance of HRM&D if needed.
5. Visitors will be made aware of designated smoking areas by signage outside of campus buildings and at or near smoking areas. It is the responsibility of persons hosting visitors to explain the policy if further reinforcement is necessary.

COMMUNICATION OF POLICY:

A copy of this and other Human Resources policies are available in print in the Human Resources Management and Development (HRM&D) office and online at the HRM&D website www.butler.edu/hr. A summary of this policy is provided in the University Staff Handbook and may appear in other publications prepared by HRM&D. Questions regarding this policy may be directed to your supervisor, department head, vice president, college dean, or a representative of HRM&D.