



Vice President for Administration and Finance

West Virginia University

June 29, 1990

TO: Deans, Directors and Chairpersons

FROM: Herman Mertins, Jr.
Vice President for
Administration and Finance

SUBJECT: WVU Smoking Policy Implementation

President Bucklew has assigned my office the responsibility for implementing the new Smoking Policy. As noted in the attached copy of the policy, you will play a key role in providing the smoke-free environment for the University community called for by this policy. Specifically, you are asked to:

1. Assure that all building entrances are posted with signs indicating that no smoking is permitted.
2. Assure that this policy is communicated to everyone within your jurisdiction, including new members of the University community.
3. Implement the established policy.

To assist in getting your building posted, a reproducible temporary sign is included for you to ensure that all entrances to your building are appropriately marked. To preserve the door finishes it would be appreciated if these were affixed to the vision panels. Feel free to reduce the size if necessary. As soon as the permanent signs are received they will be affixed by the Physical Plant.

A smoking policy Implementation Task Force has been established to assist in implementation and recommend programs and guidelines for employee support. I have attached a list of the membership for your information. The Assistant Vice President for Facilities and Services will coordinate the work of the Task Force. If you have any questions concerning the Task Force, please contact Jim Shaub at 7202.

Thank you for your support of this very important program.

Attachments (3)

7/1/90

SMOKING POLICY AND GUIDELINES

FOR

WEST VIRGINIA UNIVERSITY

POLICY STATEMENT AND GUIDELINES

Smoking of tobacco or other similar products is prohibited in all buildings and facilities of West Virginia University. This prohibition applies to all locations of West Virginia University, including each branch campus and each off campus location which is under the control of West Virginia University. Smoking is also prohibited in any motor vehicle owned, leased or otherwise operated by West Virginia University.

Exception: Certain buildings or sections thereof which are used primarily for residential purposes may be exempted from this policy with the approval of the Vice President for Administration and Finance. Privately owned motor vehicles being utilized for University business are exempt from this policy.

IMPLEMENTATION

Deans and Directors shall be responsible for:

1. Assuring that all building entrances are posted with signs indicating that no smoking is permitted. Signs will be provided by the Facilities and Services Division.
2. Assuring that this policy is communicated to everyone within their jurisdiction, including new members of the University community.
3. Implementing the established policies.

The success of this policy depends upon obtaining and maintaining the understanding and cooperation of all smokers and non-smokers in all University facilities. It is the responsibility of all members of the West Virginia University community to observe this smoking policy.

Office/Administrative/General Work Areas

As is the case with all West Virginia University policies concerning operations, the Dean/Director, or designee, is responsible for assuring adherence to this policy for office, administrative, and all general work areas in facilities or portions of facilities under his/her jurisdiction.

Openly Assigned Classrooms, Laboratories, and Seminar/Meeting Rooms

The person in charge of groups in classrooms, seminar/meeting rooms, laboratories, and other instructional or general usage facilities will be responsible for assuring adherence to this policy for those portions of the facility under his/her jurisdiction.

Visitors

Visitors to any University facility at all locations are considered "University Members" while in that facility. Visitors are expected to comply with this Smoking Policy.

REVIEW

The No-Smoking Policy Implementation Task Force will assist in implementation and evaluation of compliance with this smoking policy. Membership includes representatives from the following:

Academic Affairs	Human Resources
Communications	Physical Plant
Extension	Staff Council
Faculty Senate	Student Administration
Health Sciences	Student Affairs
Housing and Residence Life	University-Wide Safety Committee

The Smoking Policy Implementation Task Force will:

1. Provide advice on University programs, policies and procedures for implementation for the policy.
2. Review implementation of the policy after the first six months and twelve months, and write a report at each review period that includes appropriate recommendations.
3. Provide on-going compliance evaluation after the first year.

OFFICE OF PRIMARY RESPONSIBILITY

The Office of Environmental Health and Safety shall respond on a daily basis to questions concerning the University Smoking Policy.

EFFECTIVE DATE

This University Smoking Policy shall be effective beginning July 1, 1990.