

## **USE OF TOBACCO PRODUCTS**

Effective December 26, 1994, the use of tobacco products is prohibited anywhere, any time on District property or in District vehicles. The successful implementation of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco-users and non-users. All individuals on District premises share in the responsibility of adhering to and enforcing this policy.

- A. All policies and regulations regarding the use of tobacco products shall comply with the following regulations:
  - 1. The use of tobacco products shall be prohibited in all meetings held in District facilities.
  - 2. The use of tobacco products shall be prohibited in District vehicles.
  - 3. At a school or work location, all areas shall be designated nonsmoking.
  - 4. All District facilities used for District business shall have posted at major entrances and in main meeting rooms signs designating the facility as nonsmoking.
- B. District staff shall provide a reference list of cessation clinics, community resources, and other agencies to assist employees choosing to quit the use of tobacco.
- C. An information letter and Application for Use of School Facilities will be developed to inform approved facility users of the District of the Use of Tobacco Products policy and the users' responsibility to adhere to the policy.
- D. Violations of this policy by employees will be handled through progressive disciplinary actions.
- E. Violations by students will be handled in accordance with Administrative Regulation 5700.1, Discipline Rules and Procedures.
- F. Violations by facilities lessors will be handled in accordance with Administrative Regulation 1230.1, Use of District Facilities.

Reference: PERB Rulings 506, 750; Education Code Sections 35160, 35160.1, 48901

Originating Office: Personnel Services

Regulation approved: October 20, 1992; November 1, 1994