

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Office of Human Resources
Subject:	Smoke-Free Policy
Date Issued:	June 21, 2010
Date Revised:	January 21, 2014
Approved By:	

I. Policy/Procedure

In compliance with Iowa's Smokefree Air Act (the Act), Luther College is a smoke-free campus.

II. Scope

Luther College has long recognized that smoking is a serious health hazard. All members of the Luther community are asked to remind persons who are smoking that we are required to comply with the provisions of the Act; the Act stipulates that the campus is entirely smoke-free. Luther College may also include prohibitions that are above and beyond the Act.

III. Terms and Definitions

Forms of prohibited smoking include:

- Cigarettes, cigars and other forms of tobacco under provisions of the Act.
- Possession of pipes, hookahs and other smoking devices such as e-cigarettes or vapor cigarettes is also prohibited.
- Sale or distribution of tobacco products (Article III(B)(201)).

IV. Procedures and Guidelines

A. Smoking is prohibited on all campus property and vehicles. This includes:

- All buildings on campus – residential hall rooms, suites and apartments; work areas, private offices, conference and meeting rooms; classrooms, auditoriums, lounges and cafeterias; stairways, hallways and other enclosed spaces.
- All property maintained by Luther College, including either leased or owned property, athletic fields, sidewalks and parking lots.
- Seating areas of outdoor sports events, stadium and other outdoor entertainment venues.
- All vehicles owned, leased or rented by Luther College.
- All vehicles when parked on college property.
- See attached map for appropriate smoking areas.

B. There are no designated smoking areas within Luther College facilities or on any grounds.

C. The College shall do the following:

- The Act requires businesses to post “no smoking” signs at every entrance that “clearly and conspicuously” inform persons that they are entering an area where smoking is prohibited,

- including entrances to outdoor serving and seating areas and in all vehicles owned, leased or provided by Luther College.
- All “no smoking” signs must contain the following element:
 - The words “No Smoking” or the international “no smoking” symbol.
 - All “no smoking” signs should be at least 24 square inches in size. Font type and size must be legible. Vehicle signage must meet all of the above requirements, but the size can be at least nine square inches.
 - Make no ash receptacles available on campus.
- D. Luther College is required to take certain actions in order to comply with the Act.
- Luther College has a responsibility to inform all current employees and all prospective employees upon application for employment about the requirements of the law.
 - Luther College must inform any individual smoking in a place where smoking is prohibited that the individual is violating the Act and request that the individual stop smoking immediately.
- E. Supervisory employees and others, who have custody or control of an area, shall inform individuals when they are in violation of the Act. A person who smokes in an area where smoking is prohibited pursuant to the Act shall pay a civil penalty and an employer who fails to comply with the Act shall pay a civil penalty as follows.
- A person who owns, operates, manages or otherwise has custody or control of a public place, place of employment, area declared a nonsmoking place pursuant to section 142D.5 or outdoor area regulated under this chapter and who fails to comply with this chapter shall pay a civil penalty as follows:
 - First violation: a monetary penalty not to exceed \$100.
 - Second violation within one year: a monetary penalty not to exceed \$200.
 - For each violation in excess of a second violation within one year: a monetary penalty not to exceed \$500 for each additional violation.
- F. Employees who have been warned and continue to smoke will be reported to Human Resources; a \$50 fine may be levied to individuals after adequate warning. Corrective action, including possible termination, may occur if smoking on campus continues.
- G. Students, faculty and staff members may receive information on smoking-cessation programs from the Wellness Program Office.

LUTHER COLLEGE

CAMPUS MAP

