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September 30, 2002

EXECUTIVE

MEMORANDUM 02-108

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**From:** Manuel A. Esteban, President

**Subject:** Executive Memorandum 02-108, **Smoking Policy**, Supercedes  
EM 88-07

On the recommendation of the Academic Senate, I approve the University Smoking Policy, EM 02-108, for immediate implementation. This policy supercedes EM 88-07.

### **I. General Statement**

The University recognizes the harmful effects of smoking and of involuntary contact with smoke. Therefore, smoking is prohibited in all university facilities and within 25 feet of building doorways, windows, breezeways, and awnings.

### **II. Definition**

"Smoking" means inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe, or other smoking apparatus.

### **III. Implementation**

This prohibition applies to the enclosed indoor areas of all university facilities or other facilities controlled by the University, whether leased or owned. Examples of such areas are hallways, stairways, lobbies, elevators, lounges, restrooms, conference or meeting rooms, classrooms, supply rooms, work areas, offices, cafeterias, and kitchens. This prohibition also applies to all areas within twenty-five feet of the doorways, windows, breezeways, and awnings of those buildings. Exceptions shall be living quarters in buildings with open-air systems and university-sponsored theatre and dance productions and other presentations where smoking is a required part of the performance. This prohibition also applies to university-owned or -controlled vehicles.

### **IV. Administration**

Supervisors are responsible for informing all current employees of the University's smoking policy. Employees hired/assigned in the future will also be apprised of the policy. A reasonable effort will be made to accommodate employees' needs through smoking breaks. Students and campus visitors shall be informed of the policy through informational campaigns and by university employees. This policy shall be included in the University Catalog, appropriate contracts, and other informational publications. Signs will be posted to inform the campus community of the smoking rules. Designated smoking areas with benches will be provided in appropriate central locations.

### **V. Complaints**

Alleged violations of this policy will be reported through the appropriate complaint procedures. Employees/students violating this policy will be subject to disciplinary measures. CSU, Chico police are authorized to cite violators of the smoking policy with penalties similar to those for roller-skating or skateboarding on campus.