



SECTION: CLASSIFIED EMPLOYEES

TITLE: SMOKE-FREE ENVIRONMENT

ADOPTED: December 19, 1996

REVISED: September 27, 2012

| 523. SMOKE-FREE ENVIRONMENT                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| 1. Purpose                                    | <p>The Erie County Technical School Operating Committee recognizes that smoking presents a health and safety hazard that may have serious consequences for the smoker as well as non-smokers.</p> <p>The Operating Committee has an educational interest in promoting good health and safety to its students, in the school environment, and thus cannot condone smoking or tobacco use within the school environment by any persons, including students, faculty and the public. In addition, smoking presents a fire and safety hazard to its buildings, which is also a concern.</p>                                                              |
| 2. Definition                                 | <p>For the purposes of this policy, the following words and phrases shall have the meanings given to them as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Smoking</b> means the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.</li> <li>2. <b>Tobacco Use</b> includes smoking and the use of smokeless tobacco in any form.</li> <li>3. <b>School</b> means any educational facility operated and maintained by the Operating Committee within the grounds of the Kenneth D. Frantz Education Complex, including the technical school, the Skill Center and all other buildings.</li> </ol> |
| Clean Indoor<br>Air Act<br>Sec. 10.1          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3. Authority<br>Act 168 of 1988<br>Goals 2000 | <p>In order to protect students, employees and the general public from an environment that may be harmful to them, and because the Operating Committee cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Operating Committee expressly prohibits smoking and tobacco use within the confines of any building encompassed by the Kenneth D. Frantz Education Complex, at any time.</p>                                                                                                                                                                                                 |
| 4. Delegation of<br>Responsibility            | <p>The Director of the Kenneth D. Frantz Education Complex, in concert with the Chief Administrator of the technical school, Skill Center and part-time adult education program shall develop procedures to implement this policy, which includes informing students, employees, and the public of the smoke free environment policy at the school.</p>                                                                                                                                                                                                                                                                                              |

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| 5. Guidelines | <p data-bbox="451 254 573 285"><u>Penalties</u></p> <p data-bbox="451 325 1518 396">The Operating Committee has determined the following penalties to be appropriate for employees for violation of the smoke free environment policy as follows:</p> <p data-bbox="521 436 1518 653">Recognizing the conflicting rights and interests of smoking and non-smoking employees of the school, and in recognition of the health and safety purposes behind the smoke free environment policy, the Operating Committee has determined that all buildings of the school shall be designated smoke free and that smoking or tobacco use by employees shall constitute a violation of this policy.</p> <p data-bbox="451 693 1542 764">Employees who violate this policy shall be subject to the following discipline, which shall be progressive in nature for multiple offenses:</p> <ol data-bbox="451 804 1526 1085" style="list-style-type: none"><li>1. First offense - Oral reprimand by the immediate supervisor documented with copies to the Director and Solicitor.</li><li>2. Second offense - Written reprimand by the immediate supervisor documented with copies to the Director and Solicitor.</li><li>3. Third offense - Five (5) days suspension without pay documented with copies to the Director and Solicitor.</li><li>4. Fourth offense - Immediate and indefinite suspension without pay pending recommendation for termination of employment.</li></ol> |
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