

BUSINESS POLICY LETTER

TO: All Members of the University Community

2004:11

DATE: October 2004

SMOKING POLICY (Supersedes 2001:06 and 2003:04)

I. Purpose

This policy statement represents Board of Trustees approved policy in accordance with, and in addition to, Public Act 198 of 1986, otherwise known as The Michigan Indoor Clean Air Act, MCL 333.12601 et. seq.; MSA 14.15 (12601) et. seq. (hereinafter "Act").

II. Policy

It is the policy of Ferris State University to, at a minimum, abide by the Act, and any amendments that may be adopted under the Act, which generally prohibit smoking in public places as defined in the Act.

Smoking is prohibited within twenty-five (25) feet of the exterior doors of all Ferris State University facilities unless officially designated otherwise by the University.

Smoking is prohibited in all enclosed indoor areas at Ferris State University, which are used by the general public or serve as a place of work for University employees, except in designated, pre-approved and posted smoking areas. This prohibition does not apply to:

- A University apartments.
- B. A room, hall or building used for private functions where the seating arrangements are under the control of the sponsor of the function, not the University.
- C. A food service establishment or to licensed (liquor) premises.

III. Procedures. The Office of Human Resource Development shall maintain records of complaints. A procedure shall be developed to receive, investigate and take action on all complaints.

IV. Additional Smoking Prohibitions and Authority.

- A. Any University building housing a child caring institution or child care center, as defined in the Act, shall be completely smoke free, as shall the surrounding grounds.
- B. Smoking is prohibited in University and State owned vehicles.
- C. Authority is delegated to the President or his/her designee(s) to designate any and/or all University outside areas as completely smoke-free, or to limit smoking to designated smoking areas. Further the President or his/her designee(s) shall issue campus regulations to implement this policy.
- D. Violators of this policy are subject to discipline up to and including termination from employment or discharge from the University. Student violators should be reported to Student Judicial Services, and employee violators should be reported to their direct supervisor or other supervisor, as appropriate.

Richard P. Duffett
Vice President for Administration & Finance

CONTACT: Human Resource Development

Cross-Reference:

Board Policy, Subpart 8-3, *Smoking Policy*