Facilities Management Department
Policy Statement #14

Smoking and Tobacco Use

1. **Purpose**
The purpose of this policy statement is to detail a tobacco use policy for the Facilities Management Department. This policy statement applies to all Facilities Management employees.

2. **Definition**
   “Smoking” is defined as lighting, burning, or using any tobacco product. It includes the use of an electronic inhaler that employs a mechanical heating element, battery, or electronic circuit to heat a liquid nicotine solution contained in a vapor cartridge, such as an electronic cigarette, electronic cigar, electronic cigarillo, or electronic pipe.

   “Smokeless Tobacco” means a pulverized or shredded tobacco chewed or placed between cheek and gum.

3. **Policy**
   Smoking is not permitted within facilities owned or leased by the University or in State-owned and service vehicles.

   The use of smokeless tobacco products is not permitted in public places to include conference rooms, reception areas, hallways, restrooms, classrooms, and service vehicles.

4. **Responsibilities**
   It is the responsibility of all Facilities Management employees to adhere to the tobacco use policy. It is the responsibility of each supervisor, manager, director, and the associate vice chancellor to enforce the provisions of this policy within their area of accountability.

5. **Smoking and Tobacco Use in and Around Buildings:**
   A. In compliance with UNC Charlotte Policy Statement 707 (Smoking and Use of Tobacco Products on University Property), most campus buildings are “smoke-free.” This includes custodial, recycling, mechanical, and electrical rooms.
   B. Facilities Management employees will smoke only in designated smoking areas and will deposit all cigarette butts in smoker’s stations. Grounds workers and other employees working in remote areas of campus may be exempted from this rule by their supervisor. Smoking is prohibited on all Facilities Management jobsites - interior or exterior.
   C. In accordance with Facilities Management Policy Statement 9, Performance Dependability, a total of 30 minutes paid break time may be allotted daily. Lunch breaks are unpaid and may be either 30 minutes or one hour at the discretion of the supervisor. No separate or additional breaks are authorized for smoking.
D. Smokeless tobacco is permitted in an individual’s office or work area as long as remnants of tobacco including tobacco juice (saliva colored brown by tobacco or snuff) are not seen. If remnants of tobacco or tobacco juice spill on State property such as furniture, office equipment, or flooring, it is the responsibility of the tobacco user to clean up spills.

6. Smoking and Tobacco Use in and Around Vehicles
   A. Smoking and use of tobacco products are prohibited in all Facilities Management vehicles. This rule is established due to smoking in enclosed vehicles creates a lingering smoke odor, which is offensive to non-smoking users of the vehicle. Smoking in vehicles also creates the potential for burn damage and adds additional time to vehicle cleaning. Use of smokeless tobacco creates potential for staining which can transfer to stains on the clothing of other individuals using the vehicle and stains in the vehicle add additional time to vehicle cleaning.
   B. Smoking while driving is unsafe and is expressly prohibited.
   C. Smoking is prohibited around machinery or areas where any flammable materials or fluids might be kept to include open areas. Smoking is prohibited within 50 feet of gas pumps and other fueling areas.

7. Compliance
   A. Cooperation and consideration between tobacco users and non-tobacco users is necessary to ensure the successful implementation of this Policy. Effective implementation of this Policy depends upon the courtesy, respect, and cooperation of all members of the University community.
   B. Violation of this policy may subject the employee to disciplinary action (see University Policy 801, Violation of University Policy http://legal.uncc.edu/policies/up-801).
   C. Reference University Policy 707, Smoking and Use of Tobacco Products on University Property, for further guidance regarding smoking and tobacco product use on campus (http://legal.uncc.edu/policies/up-707).

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