MORGAN STATE UNIVERSITY
SMOKING POLICY

GENERAL

This regulation implements Executive Order 01.01.1987.13, May 6, 1987, which imposes certain limitations on smoking in the State offices. This order recognizes the government’s responsibility to provide a safe environment for employees/members of each department and requires each agency to develop a policy to provide the desired environment. The order also establishes a Smoking Policy Review Committee for each agency.

PURPOSE

The purpose of this directive is to set forth Morgan State University’s policy governing smoking at the workplace, effective October 1, 1987. This policy will in no way supersede local, State or Federal law, or any existing or future regulations established for fire, health or safety reasons.

DEFINITIONS

Smoking- means the use of lighted tobacco products including, but not limited to, cigarettes, cigars and pipes.

Smoking Area- means that portion of any area occupied by Morgan State University which shall be designated by the University appointing authority as such and within which smoking is permitted.

General Public Access Areas- corridors, elevators, lobbies, restrooms, stairwells, general assembly areas (conference rooms, reception areas, waiting rooms, instructional areas, etc.) and any other similar areas normally open to the general public. If more than one conference room is available in a facility, one conference room may be designated as a “smoking” conference room where smoking will be permitted.

Morgan State University’s Smoking Policy Review Committee- A committee of 13 employees who expressed an interest in serving in such a group. This committee is selected and chaired by the University’s Director of Personnel. Membership on this committee must reflect a cross section of the employees in the Agency, including smokers and non-smokers, as well as supervisory and non-supervisory employees.
PROVISIONS

A. Smoking is prohibited in all general public access areas.
B. An area to exceed 50% of the total areas is to be designated as a smoking area in the cafeteria (Canteen- McKeldin Center, Memorial Refectory, Helen Roberts Room and designated dining areas). Smoking will not be permitted in any part of a cafeteria or other room that has been designated as “non-smoking”.
C. An employee occupying a private enclosed office (walls to the ceiling) may decide whether or not smoking is permitted within that office.
D. A general/shared work area which does not have general public access, including open or partitioned space, shared by 2, 3, or 4 employees may be designated as a smoking or non-smoking area as determined by the employees. **If one or more of the employees object to the area being a smoking area, it must be designated as a non-smoking area.**
E. General/shared work areas which do not have general public access, including open or partitioned space, shared by 5 or more employees:
   1. If there is adequate space to provide a reasonable separation between the two sections AND workflow would not be hampered by such a separation, the area should be divided into smoking and non-smoking sections.
   2. If the conditions listed above cannot be met, the area will be designated as a smoking or non-smoking area according to the wishes of the employees of the area.
F. Restrooms
   1. Where two restrooms per sex are not available smoking is not permitted in the restrooms.
   2. On floors where two or more restrooms per sex are located, one restroom per sex will be designated a non-smoking restroom. If handicapped facilities are available in only one restroom, that restroom will be a non-smoking restroom.
G. Lounges and lunch rooms
   If the area has adequate space to provide a reasonable separation between the two sections, a smoking and non-smoking area will be designated.
H. State Vehicles
   1. In an assigned State vehicle, the person to whom the vehicle is assigned may determine whether or not smoking is permitted in the vehicle.
   2. In a pool State vehicle, the person to whom the vehicle is assigned will determine whether or not smoking is permitted and if permitted, under what circumstances.
I. Lighted smoking materials are not permitted in a non-smoking area.

ENFORCEMENT

A. All employees share in the responsibility for adhering to this policy.
B. Any conflicts should be brought to the attention of the appropriate supervisory personnel.
   If the conflict cannot be resolved, the issue should be presented in writing to the Smoking Policy Review Committee for resolution.
C. Violations of this policy will be handled in accordance with the Department’s policy of progressive discipline.