

UIC HR Policies and Procedures

NUMBER

305

MANUAL Human Resources	SECTION Employment	PAGE 1 of 2
SUBJECT <i>Tobacco-Free Campus</i>	EFFECTIVE 07/01/2013	REVISED 07/01/ 2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To provide a safe, healthy work environment for University students, faculty, and staff and to ensure compliance with the Illinois Clean Indoor Air Act.

SOURCES AND BACKGROUND

University of Illinois Statutes
The General Rules Concerning University Organization and Procedure
Illinois Clean Indoor Air Act
Chicago Clean Indoor Air Ordinance of 2005
UIC Smoking Policy
Executive Notice 95-4, August 1995

APPLICABILITY

All University employees and students.

POLICY

Smoking is prohibited in all UIC public indoor locations, at entry areas inside buildings, and within fifteen feet of any entrance to an enclosed area. Some residence hall areas may be designated as "Smoking Permitted." Smoking is also prohibited in UIC-owned or -leased vehicles. The UIC South Campus is under the City of Chicago's jurisdiction, and persons who smoke in and/or manage the facility that fail to comply with the City's Clean Indoor Air Ordinance may be found guilty of an infraction and punishable by a fine by the City of Chicago. Unit heads or their designees must inform current and future faculty and staff of the UIC Smoking Policy. New students will be informed of the UIC Smoking Policy at student orientation. Appropriate mechanisms will be used to inform visitors of the policy. The Smoking Policy does not supersede policies that are more restrictive in cases where federal, state, or local laws and ordinances apply.

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PROCEDURE

RESPONSIBILITY

1. Employee, student, or visitor
2. Department/Unit Head and Supervisor

ACTION

Observes the UIC Smoking Policy and directs smokers to designated "Smoking Permitted" areas.

Ensures that the policy is communicated to current and new employees within the unit. Receives and resolves complaints or concerns regarding the UIC smoking policy.