PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE (GENERAL) POLICIES

II – 50.0 SMOKING POLICY

Policy #:   **II – 50.0**
Effective: **9/08/08**
Revised: **10/13/10**
Updated & Approved by President's Staff: 6/16/14; 3/19/18
Responsible Dept.:   **VPFAS**

1. PURPOSE

The purpose of this policy is to maintain the general well-being of the campus community while considering the needs of individuals who smoke.

2. TOBACCO AND RELATED PRODUCTS

Smoking is defined as any tobacco product or other substance (including electronic or e-cigarettes or vapes) that emits smoke or is designed to simulate smoking cigarettes.

3. POLICY

Smoking is permitted in personal vehicles and within parking lots. Smoking is also permitted within designated smoking areas identified by "DESIGNATED SMOKING AREA" signs and the presence of smoking urns.

Smoking is prohibited within 25 feet of a building entrance or exit.

Except as noted above, smoking is not permitted on college grounds.

Smoking is not permitted inside college buildings.

Smokers are responsible for properly disposing of smoking materials.

4. SMOKING SHELTERS

Smoking Shelters have been provided at several locations. Where shelters are provided, the designated smoking area is inside the shelter. It is a violation of college policy to post flyers or other materials on the smoking shelters.

5. FINES

Students, employees, and visitors who violate college smoking policy will be subject to fines and appropriate disciplinary action. PVCC security personnel are authorized to issue tickets for smoking violations. The fine for smoking on college grounds outside of designated smoking areas and for improperly disposing of smoking materials is $25.00.

A ticket for a smoking violation is a collectible financial obligation to the College. PVCC is obligated by state regulation to take appropriate action to collect such obligations. These actions may include, but are not limited to, placing a hold on records, denying class registration, and submitting overdue obligations to the Virginia Department of Taxation debt set-off collection program.

6. APPEAL PROCESS

Appeals of smoking tickets should be submitted in writing to the Vice President for Finance and Administrative Services. A form is available online or from the Reception Desk, the Security Office, the Cashier's Office and the Vice President's Office for this purpose.

The Vice President for Finance and Administrative Services will act directly on appeals of tickets issued to visitors. Appeals from current students, faculty, and staff will be referred to an appeals panel consisting of two students, one employee with faculty rank, and one classified employee. The PVCC police chief will serve as a resource person to the committee and may participate in the deliberations but will not have a vote. The appeals panel will meet weekly or as needed. In order to void a ticket, three panel members must vote to void. Otherwise, the ticket is upheld and becomes a collectible financial obligation to the College.

Decisions of the appeals panel will be reviewed by the Vice President for Finance and Administrative Services. The Vice President may not reinstate a ticket that has been voided by the appeals panel. In unusual circumstances, the Vice President may void a ticket that has been upheld by the appeals panel, in which case the Vice President must provide the Appeals Panel with a written explanation as to why the ticket was voided.

During the Summer Term and when the College is not in session, the Vice President for Finance and Administrative Services will act on appeals. To the extent possible, the Vice President will seek the input of available appeals panel members during these periods.

7. NOTIFICATION

The Vice President for Finance and Administrative Services will inform persons who appeal smoking tickets in writing of the result of the appeal.

8. GUIDANCE

This policy is written in accordance with Executive Order (EO) 41 effective January 1, 2007 and guidance from the Virginia Department of General Services.