

PERSONNEL  
SMOKING, DRINKING AND USE OF DRUGS  
ON ASSOCIATION PREMISES

Definition:

“Facility” includes the campus or grounds on which an Association building is located, except an area designated as a smoking area, as identified by signage, at the sole discretion of the Association. Facility does not include staff automobiles parked on Association campus or grounds.

Implementation of No Smoking Policy

Staff Responsibility

All staff are expected to abide by the no smoking policy prohibiting smoking in Association buildings, including the campus or grounds on which an Association building is located, and to inform all visitors and guests of the policy.

Enforcement

Department Directors and Supervisors are responsible for enforcing the nosmoking policy with staff under their supervision.

Employees who are aware of staff or visitors smoking in violation of this policy may choose to remind them of the policy, and should do so in a polite and friendly manner.

Employees who do not wish to personally address staff or visitors who are smoking may also advise the Manager, General Operations. Their reporting of this to the Manager, General Operations will be held in confidence at the discretion of the employee.

Assistance

Information regarding programs and courses for staff wishing to stop smoking may be available through the staff member’s health benefits.

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Revised: October 6, 2000  
November 19, 2002  
May, 2008  
May, 2014 See *New Jersey Smoke Free Air Act, N.J.S.A. 26:3D-55 et seq.*

See Also: GO/4115R

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

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GO/4115.1

GO/4117

GO/4117.4

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