

*change is
in the
air*

PCC is tobacco free.

Managers' Guide to Compliance





PCC Tobacco Free Policy: B-709

- The Board of Directors adopted the policy March 2009
- The policy states:

Facilities owned by Portland Community College will be tobacco-free, effective September 9, 2009.

- This applies to all PCC property

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The Role of Public Safety

- Approach and remind anyone observed smoking on campus that PCC is tobacco free
- Use their discretion to determine the best response to a violation of the policy
- May issue a warning or a citation to those who do not comply with the tobacco free policy
- May report students repeatedly in violation to the Dean of Student Development
- May report employees who are repeatedly observed smoking to their managers

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The Role of Managers

- Speak to people smoking on campus
- Report “hot spots” by emailing tobaccofree@pcc.edu
- Work with your employees to maintain compliance with the tobacco free policy
- Remind employees who leave campus to smoke not to litter
- Offer resources for cessation to your employees and make sure that those interested are able to find support
- Work with your employees as they make this transition

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What if an Employee Violates the PCC Tobacco Free Policy?

- They will be approached by Public Safety
- They may be issued a \$25.00 citation
- Managers will be expected to address employees who repeatedly violate the policy by offering clarification of the policy and resources for cessation, and working with the employee to create a plan for compliance.

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Addressing Violations with Employees

- Remember that employees may be dealing with a powerful addiction
- A face-to-face meeting to discuss concerns is the best place to start
- Have compassion
- Gain agreement that the problem exists
- Emphasize that you don't expect or require the employee to quit

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Addressing Violations with Employees (continued)

- Reinforce that all employees must comply with PCC Policy
- If the employee indicates interest in quitting please direct the employee to appropriate cessation resources
- A comprehensive list of resources can be found at www.pcc.edu/tobaccofree

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Cessation Benefits For Employees

- **Employee Assistance Program (EAP)**, *WellCall*
visit: www.wellcall.com (call 800-433-2320 to get your members only password)
 - 87% success rate with smoking cessation
- **Kaiser Permanente** offers *HealthMedia® Breathe™*
visit: <https://kphealthylifestyles.org/breathe/index.html>
- **ODS** (begins October 1, 2009) offers *Free and Clear (F&C)*
ODS Members call: 866-784-8454

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General Resources

- **Oregon Tobacco Quit Line:** Licensed Cessation Counselors are available 5AM-9PM each day to help people develop a strategy to quit smoking and stay tobacco free
English: **1-800-QUIT-NOW** (784-8669)
Español: **1-877-2-NO-FUME** (266-3863)
- **Counselors:** Students can make an appointment to discuss quitting tobacco with a PCC Counselor

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