



## MANAGERS' GUIDE

### **Tobacco Free Managers' Guide**

The students, staff, and administration of Portland Community College have come together to make all campuses and centers tobacco free, and to ensure a safe and healthy educational environment. Find out more at [www.pcc.edu/tobaccofree](http://www.pcc.edu/tobaccofree).

If employees continue to smoke on campus, and both employees and visitors litter their cigarette butts, especially in the wildlife areas and neighborhoods, this will create problems with students, the community and our neighbors. When employees are observed smoking on the campus and leaving their cigarette butts on the ground, it sends the message that guests and students can smoke here too. We want to send the right message to everyone and need managers' help.

In order to respond efficiently to smoking on campus, the PCC Department of Public Safety has developed a plan to respond to tobacco policy violations. An important part of this plan is a close partnership between Public Safety and PCC managers.

**PCC is TOBACCO FREE.**

## Defining Roles

### Role of Public Safety:

1. Continue to approach people observed smoking on campus and remind them that PCC is tobacco free.
2. Respond to reports of violations to the tobacco free policy with increased presence and monitoring.
3. Report employees who are repeatedly observed smoking to their managers for follow-up.

### Role of Managers:

1. Report “hot spot” areas by emailing [tobaccofree@pcc.edu](mailto:tobaccofree@pcc.edu).
2. Ensure that the employees you manage are following the tobacco free policy and work out solutions with employees who are not complying.
3. Remind employees who smoke and are leaving the campus on their breaks not to litter with their cigarette butts. Littering is against the law and cigarette butts are one of the biggest sources of litter in the world – and certainly in PCC neighborhoods. They do not biodegrade, making them a permanent source of litter unless they are cleaned up. They contain carcinogens that are dangerous to wildlife and watersheds.
4. PCC offers smoking cessation resources and services for employees who want to quit. Please make sure your employees are aware of these resources and how to access them. Further information regarding these services is available at [www.pcc.edu/tobaccofree](http://www.pcc.edu/tobaccofree).

## Working with Employees for a Tobacco Free PCC

### Employees in violation of the tobacco free policy:

Employees found violating the policy by public safety will be approached and asked not to smoke on campus or litter their cigarette butts. A citation of up to \$25.00 may be issued, or employees may be referred to their managers for a follow-up conversation with the intent of gaining compliance. 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.

### Addressing violations with employees:

It is important to realize that an employee who violates the PCC tobacco free policy may be dealing with a powerful addiction. At the same time, other employees have found ways to manage while they are at work, and some have already quit tobacco use. A face-to-face meeting with the employee to discuss concerns is always the best place to start.

The following tips can help:

- Gain agreement that the problem exists.
- Emphasize that you don't expect or require the employee to quit tobacco use, but that the employee must follow the PCC tobacco free policy while on PCC property.
- If the employee indicates an interest in quitting, please direct the employee to the Resources page at [www.pcc.edu/tobaccofree](http://www.pcc.edu/tobaccofree).
- Reinforce that all employees must comply with PCC policy.

Find out more at [www.pcc.edu/tobaccofree](http://www.pcc.edu/tobaccofree)

## **Employee Benefits for Tobacco Cessation**

### **Employee Assistance Program (EAP):**

Our Employee Assistance Program (Cascade Centers) provides smoking cessation services. Information is available in the “Personal Wellness” section of the Cascade Centers website, [www.cascadecenter.com](http://www.cascadecenter.com). Smoking cessation services are provided through a contractor, WellCall. The WellCall Program works with employees one-on-one to develop a personalized approach for quitting smoking. All benefited employees can utilize the EAP services.

Comprehensive health and wellness services are available online at [www.wellcall.com](http://www.wellcall.com). To get your members-only password, call Cascade Centers at 1-800-433-2320.

All conversations with Health Coaches are confidential, but you will be asked to identify your employer. Coaches are available Monday to Friday 6 a.m. to 6 p.m.

WellCall has an 87% success rate with smoking cessation.

### **Kaiser Permanente**

Kaiser provides smoking cessation help through individual patient care and their HealthMedia® Breathe™ Program, <https://kphealthy lifestyles.org/breathe/index.html>.

This award-winning program starts by having participants answer online questionnaires about themselves, their lifestyles and past and present smoking patterns.

That information is then used by expert health care professionals to create a personal online smoking cessation plan. Breathe™ provides employees with customized plans for decreasing dependency, managing withdrawal and dealing with cravings.

### **ODS**

ODS will begin providing a smoking cessation benefit beginning October 1, 2009.

This program is called Free & Clear (F&C). ODS members can enroll in F&C by calling 1-866-784-8454. Once enrolled, members can have gum or patches sent to their home. If the quit coach recommends, the member can have F&C fax a request to the member’s provider for a prescription to be filled. The provider will fill it (an office visit is typically NOT required) and the member can pick up the prescription at their pharmacy. Members are required to have a provider. Oregon state law only allows licensed providers to prescribe medications. At this time, only the medications are covered. An office visit to get a prescription is not. Members are free to visit their providers without enrolling into F&C to obtain medications. ODS will not cover Chantix in this case but will cover Bupropion.

### **Oregon Tobacco Quit Line:**

English: 1-800-QUIT-NOW (784-8669); Español: 1-877-2-NO-FUME (266-3863)