

Procedures

1. Smokers' Practices

Those who smoke or use tobacco products outside of buildings are expected to be considerate and courteous of other individuals in the college community. They shall smoke/use tobacco products in locations such that they do not impede traffic flow in or out of buildings and shall be in a location where smoke cannot drift into office, class, or other occupied spaces. Additionally, smokers shall leave their smoking locations free of cigarette butts and other trash materials. Users of smokeless tobacco products shall deposit the residue in a hand-held container which shall be disposed of in an exterior refuse container. All faculty, staff, students and visitors share the responsibility of keeping TCC's campuses and other locations clean, attractive, and litter-free.

2. Disposal of Smoking Materials

The responsible administrators shall ensure that receptacles for disposal of smoking materials are provided 25 feet or more away from the public entrances/exits for their respective buildings to aid smokers in disposing of smoking materials. Smokers shall dispose of their smoking materials in a receptacle provided for that purpose and shall not litter state-owned property with smoking material waste. As noted above, users of smokeless tobacco products shall deposit the hand-held container in which any residue is held into an external refuse container.

3. Employee Work Breaks

In accordance with Virginia Department of Human Resource [Policy 1.25](#) (Hours of Work) supervisors may grant classified employees working an 8-hour shift one morning break and one afternoon break which shall not exceed fifteen minutes each. These work breaks may be used to smoke outside buildings as provided in Section 2 above. No additional smoking breaks are allowed.

4. Designation of Outside Smoking Areas

Provided the provisions of the policy established in Section 2 above are observed, smoking or other use of tobacco products outside of college facilities may not be restricted to designated areas, except as stipulated below.

The responsible administrator at a college location, on the recommendation of the Director of Human Resources or the Coordinator of Educational Accessibility, may agree to provide a reasonable accommodation for the documented disability of a student, employee, or visitor by designating a limited outdoor area at the location as a non-smoking area for a discreet

period of time. The determination may be appealed to the Vice President for Student Affairs, whose decision in this regard is final.