

**CHAPTER 2: Administration and General Institution**  
**BOARD POLICY NO. 2.27 (BP 3570 and 6800)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 2.27 Policy on Smoking  
**Revision Date:** 7/10; xx/xx  
**Policy References:** Government Code Sections 7596, 7597, 7598; Labor Code Section 6404.5; Title 8 Section 5148

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It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes pipes and/or cigars is hazardous to health. **There is also evidence that vapor from e-cigarettes may be harmful.** Therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, the District will limit smoking on District property to outdoor areas only, at a minimum of twenty (20) feet away from any doorway, entrance to an indoor facility, or fresh air intake vent.

1. Smoking is prohibited in all indoor locations within the District.
2. Smoking is prohibited within a distance of twenty (20) feet from any District or College doorway, entrance to an interior area or fresh air intake vent. The College President, in conjunction with the College Council, has the discretion to set campus smoking regulations as long as smoking is prohibited within a distance of at least 20 feet from any District or College doorway, entrance to an interior area or fresh air intake vent.
3. **“Smoking” means engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.**
4. **This policy shall apply to all owned or leased District facilities and all owned or leased District vehicles.**
5. District managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. International no smoking signs will be posted as appropriate. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials that are used to publicize District public events will include policy notification to the public.
6. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation.
7. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Rules and Regulations and may result in disciplinary action.
8. It is the responsibility of College and District Office managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy

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should be brought to the attention of the person's supervisor, the Vice-President of Student Services at the College level, or the Vice-Chancellor of Human Resources and Employee Relations in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.

9. This policy does not supersede more restrictive policies which may be in force in compliance with State or Federal regulations or which are imposed by one of the Colleges.