

## **IMPORTANT NOTICE: IOWA LAW PROHIBITS SMOKING ON THE DRAKE CAMPUS**



**EFFECTIVE JULY 1, 2008 IOWA LAW PROHIBITS SMOKING ANYWHERE ON THE DRAKE UNIVERSITY CAMPUS, INCLUDING IN UNIVERSITY OWNED OR LEASED VEHICLES AND ANY VEHICLES PARKED IN UNIVERSITY PARKING LOTS. THE NEW LAW IMPOSES PENALTIES FOR NONCOMPLIANCE ON BOTH THE SMOKER AND THE INSTITUTION IN THE EVENT OF A VIOLATION.**

### **What areas are affected?**

The smoking ban applies to the entire university, including buildings and outdoor areas, parking lots, athletics facilities and university vehicles. Real estate properties have also been included in the ban. To assist you in determining what constitutes Drake University grounds, a campus map is posted at <http://www.drake.edu/about/campusmap-bw-8x11.pdf> Public streets and public sidewalks are not University grounds. If you have questions about whether a particular area is a part of the Drake University grounds, please contact Human Resources at 271-3133. If you are an employee of Drake University, but work in an office not located on the main campus, contact your manager or Human Resources for information about how the smoking ban applies to your location.

### **Is there a designated smoking area?**

No. Smoking is prohibited on all campus grounds, including inside vehicles parked on campus. For those who do leave campus to smoke, it is important to be respectful of residents and businesses in the Drake neighborhood. The law prohibits Drake from designating a particular smoking area.

### **What consequences will there be for violating the policy?**

All faculty, staff, students, and visitors are expected to comply with the smoking policy. Supervisors will be notified of employees who violate the policy by smoking in areas that are designated as non-smoking. Repeat violators will be subject to discipline in accord with University practice and policies. Students who violate the policy by smoking in areas that are designated as non-smoking will be subject to disciplinary action as outlined in the policies applicable to Drake students.

### **How will visitors know about the smoking ban?**

Signs notifying the public of the smoking ban will be placed at University entrances, in parking lots and at the entrances of all buildings. Those with event contracts with Drake are also being notified of the smoking ban and are asking to share in the responsibility for ensuring compliance with respect to their contract and event.

### **What do I do if I see someone smoking on campus?**

We all share in the responsibility to ensure Drake is compliant with Iowa law. The proposed regulations implementing the new law requires *“An employer, owner, operator, manager, or person having custody or control of a place where smoking is prohibited under 2008 Iowa Acts, House File 2212 shall inform any individual smoking in a place where smoking is prohibited that the individual is violating the Smokefree Air Act and shall request that the individual stop smoking immediately.”*

In the box below is a sample script for informing violators of the Drake policy.

*“Hello, my name is \_\_\_\_\_ and I work in \_\_\_\_\_. I wanted to let you know that all Drake property, grounds and parking areas are smoke-free. We would appreciate it if you would respect our policy of no smoking on campus.”*

### **What assistance is available if I want to quit smoking?**

If you are interested in obtaining support to help you stop smoking, call Quitline Iowa at 1-800-Quit-Now (1-800-784-8669). <http://www.quitlineiowa.org/> Quitline Iowa is a toll-free smoking cessation telephone hotline. Individuals will speak directly with a counselor. Individuals can also receive a free two-week supply of nicotine replacement therapy in the form of patches or gum. Drake University is also exploring various additional options for providing support to those who wish to quit smoking. Watch for more information on program options on blueView or in campus mail.

### **Where can I find a copy of the law and administrative rules?**

The Iowa Department of Public Health has provided a link to the law and to a draft of the administrative rules at the Smokefree Air Act Web site, [www.IowaSmokefreeAir.gov](http://www.IowaSmokefreeAir.gov)

### **If employees leave campus to smoke, will additional time be allowed for smoking breaks?**

No. The rules governing work time will not change. For example, non-bargaining hourly employees (non-exempt employees) typically work from 8:00 a.m. to 4:30 p.m. with one hour for lunch. If additional time is taken for smoking breaks, that time is either unpaid or the work day must be extended to reflect the time spent on smoking breaks, subject to manager approval. All breaks, modified schedules or unpaid time away from work must be pre-approved by the appropriate manager. Actual time worked must be reflected on the electronic time reporting system.