

Tobacco Products

Employees covered by a negotiated agreement, who violate this policy, will be subject to the progressive discipline provisions of the appropriate negotiated agreement. Employees not covered by a negotiated agreement, who violate this policy, will be subject to the progressive discipline provisions outlined below.

Other persons who violate this policy may have their permission to enter on *or* occupy the district's property summarily revoked by the administrator in charge of the property.

Rules and regulations for all employee groups are as follows:

A. No employee shall use tobacco *or* tobacco products in or on district property.

B. Employees who violate this contract provision are subject *to* the following progressive discipline:

1. First Violation-The employee will be requested to cease and desist smoking or use of tobacco products immediately and be given a written reprimand warning that they are in violation of this agreement. A copy of this reprimand will be sent to the district personnel office for placement in employee's file.

2. Second Violation-The employee will be requested to *cease* and desist smoking or use of tobacco products immediately and will be suspended for one day without pay.

3. Third Violation-The employee will be requested to cease and desist smoking *or* use of tobacco products immediately and will be suspended for one day without pay.

4. Additional Violations-For each violation, hereafter, the employee shall be suspended for one day more than the prior suspension without pay. The district will not discharge an employee for smoking or using tobacco products, but will continue to increase the number of days suspended without pay for subsequent violations.

C. The District agrees to pay the cost of a cessation class approved by the District for those employees who use tobacco products and wish to quit.