

## Guidelines for Managers and Supervisors

### 1. What am I supposed to do if I find someone smoking or using a tobacco product on campus?

Members of the campus community are encouraged, but not required, to respectfully inform smokers and tobacco-users that UC Davis is now 100% smoke and tobacco free (i.e. indoors, outdoors, parking lots, vehicles, open spaces). All communication regarding smoking and tobacco use should be informative, respectful, and non-confrontational.

Free business-card size BreatheFree reminder cards are available at the following campus locations:

- Memorial Union Information Desk
- UC Davis Welcome Center
- ARC Information Desk

If your office needs a larger supply, please send an email to [breathefree@ucdavis.edu](mailto:breathefree@ucdavis.edu).

### 2. Should I report the incident?

The BreatheFree website includes an online feedback form for sharing observations, making suggestions and asking questions. If you see someone smoking, please use this form to let the Smoke and Tobacco Free Steering Committee know. The form does not ask for the name of the violator, just for details about the incident. This feedback will help the campus determine future policy enforcement strategies, if needed.

### 3. What if I remind a smoker and they refuse to stop?

Per the University's systemwide policy, the Davis campus has adopted a primarily educational approach to the policy. You can inform the smoker that the campus is providing resources to help them make it through the day or quit smoking, including free nicotine replacement therapy. Refer them to the website [breathefree.ucdavis.edu](http://breathefree.ucdavis.edu) for details.

### 4. If someone I supervise violates this policy, how should I handle it?

Supervisors' actions to enforce the Smoke and Tobacco Free policy should be in keeping with the educational approach adopted by the Davis campus and described in the systemwide policy.

Supervisors should make certain the staff they supervise are aware of the policy.\*

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\* The campus is in the process of integrating the following into all position descriptions:

*UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.*

Conversations with violators of the Smoke and Tobacco Free policy should be confidential, respectful, and empathetic. As a supervisor, your goals should be to make sure they understand the policy, to direct them to smoking cessation support resources, and to support them in accessing campus or health plan-provided resources.

Remind the person of the policy and let them know you understand that going for longer than they are used to without nicotine -- or quitting -- can be a challenge for them.

Provide them with a copy of the brochure or flyer available at [breathefree.ucdavis.edu/communication/publications.html](http://breathefree.ucdavis.edu/communication/publications.html). (You can use these publications for talking points about policy compliance.)

Be sure to point out the availability of cessation resources, including the free 2-week supply of nicotine replacement therapy available to students, faculty, and staff through the Rite Aid Pharmacy on Russell Blvd in Davis.

Provide work release time to attend cessation training, counseling, or a support group.

Refer campus community members with serious nicotine addiction to the campus Occupational Health Services (or the Student Health and Wellness Center if a student employee).

If you choose, keep a supply of sugar-free cinnamon gum or candy on hand. Cinnamon is known to help reduce cravings, and offering it may help send the message that smokers must comply with the policy, but you're here to help them.

For questions relating to enforcement, please contact Employee and Labor Relations at 530-754-8892.

## 5. What should I do if someone tells me they saw an employee whom I supervise smoking, and they want me to tell that person to stop or to report that person?

Address this as you would any other report of a policy violation. Thank the person making the report, and then meet confidentially with the employee and respectfully inform her/him you have received a report of a violation of the Smoke and Tobacco Free policy. Ask the employee if they have violated the policy as described in the report. If the employee admits to violating the policy, proceed per Number 4, above.



*UC Davis BreatheFree flyer available for download at [breathefree.ucdavis.edu](http://breathefree.ucdavis.edu).*

**6. What if the smoker refuses to comply and the person reporting the smoker is upset that I did not make the person stop?**

Inform the person reporting the violation that the Davis campus and the University systemwide have adopted an enforcement approach founded in education with an emphasis on cessation resources. As described above, this is in accord with our Principles of Community and our recognition of the fact that nicotine addiction can be difficult to overcome.

For additional support contact Employee and Labor Relations at 530-754-8922.

**7. How do I deal with an employee who is suffering from nicotine withdrawals?**

Quitting tobacco is tough, and smokers making an earnest effort to give up tobacco products should be given every encouragement. Refer the person to the California Smokers' Helpline, 1-800-NO-BUTTS, for immediate support and suggestions for next steps. They can also contact the Academic and Staff Assistance Program for an appointment.

**8. How do I deal with an employee that wants to talk about their nicotine addiction? Their co-workers and I don't have time to listen and don't feel qualified to give them any advice.**

Such employees need to be referred to support groups or one-on-one counseling where they can have productive conversations that support smoking cessation. Specific resources for this would include:

- The California Smokers' Helpline, 1-800-NO-BUTTS.
- The BreatheFree website "Ready to Quit" page.
- The Academic and Staff Assistance Program (530-752-2727) for a free individual appointment with a counselor.

**9. When one of my employees has a craving can I give them extra break time to leave the office and get nicotine replacement therapy at Rite Aid or the bookstore?**

Release time for the purpose of purchasing nicotine replacement therapy may be given at the supervisor's discretion. Employees should be encouraged to plan ahead and obtain supplies during their off hours.

**10. When one of my employees wants to leave campus to smoke do I give them extra break time?**

No. Employees are entitled to certain break periods and smokers and tobacco-users are not entitled to additional break time.

Work release may be given to participate in smoking cessation support programs.