



# SHARE THE AIR

Smoke- and tobacco-free campus  
UNIVERSITY OF MINNESOTA

## SUPERVISOR GUIDE

### Overview

- At the University of Minnesota, we're committed to promoting and protecting the health and well-being of all campus community members. That's why we're proud to become smoke and tobacco free. Our goal? To create a healthier, cleaner, and more inclusive environment for everyone.
- University facilities, buildings, and grounds on the Duluth, Crookston, Rochester, and Twin Cities campuses have been smoke and tobacco free since July 1, 2014. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property.
- Creating a supportive, positive, and healthy smoke- and tobacco-free environment for the entire campus is a shared responsibility. We encourage students, staff, faculty, and visitors to promote compliance with the policy.

### Your Role

As a campus leader, you are an important partner in successfully and effectively implementing this policy. Consistency in communicating the policy and addressing violations is imperative to the success of the initiative. Your role is to support the smoke- and tobacco-free campus policy and to be the **BEST** leader:

1. **Be Informed:** Educate yourself on the policy, FAQs, and resources.
2. **Educate:** Communicate the policy courteously and non-confrontationally to faculty, staff, students, and visitors in your college or administrative unit.
3. **Support:** Connect your employees with appropriate resources, including cessation resources.
4. **Take Action:** Hold employees accountable and address matters of repeated violations consistently in the same manner as you would violations of other policies. It is important to assess the impact of the repeated violation in relation to the university's values and expectations. Tobacco-use violations are not a vehicle to accelerate corrective action of problem performers. Contact your college or administrative unit's HR Professional for consultation if needed.

### How to Educate Your Faculty, Staff, and Student Employees

Here is an example of an effective messaging strategy which can be used to educate your faculty and staff on the policy:

The University of Minnesota is committed to promoting and protecting the health and well-being of all campus community members. That's why we are proud to become smoke and tobacco free. Our goal? To create a healthier, cleaner, and more inclusive environment for everyone.

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Creating a supportive, positive, and healthy smoke- and tobacco-free environment for the entire campus is a shared responsibility. We encourage students, staff, faculty, and visitors to promote compliance with the policy.

The Share the Air website includes resources and responses to frequently asked questions: [sharetheair.umn.edu](http://sharetheair.umn.edu).

Lastly, advise all students, staff, and faculty of the importance of respecting our surrounding neighborhoods. The university is committed to being a good neighbor in our campus community, and that includes being mindful of litter, loitering, and second-hand smoke as a result of off-campus tobacco use.

### Responding to repeated policy violations

1. **Give the individual the opportunity to tell his or her side of the story.** *"It's been brought to my attention that you continue to use tobacco products on University property and I'd like to give you an opportunity to share your perspective on the information that was reported."*
2. **Double-check that you understand (summarize what the employee said).** *"So, what you've just said to me is [restate what you heard]."*
3. **Gain commitment; ask the individual to come up with actions steps that will resolve the problem.** *"Now that we've discussed the importance of complying with the smoke- and tobacco-free campus policy, here are some resources I encourage you to consider using in your efforts to remain compliant under the university's policy." Refer the employee to [sharetheair.umn.edu](http://sharetheair.umn.edu) for resources.*
4. **If resolution is not achieved, consider corrective measures. Briefly document the event and the subsequent conversation.** Managers may pursue corrective action when previous problem-solving strategies have not been effective. Managers should do so in consultation with their college or administrative unit HR Professional.

### Responding to employees' concerns about repeated policy violations of their colleagues

1. Give the employee time to tell his or her side of the story.
2. Reassure the employee that their concerns have been heard and are being addressed appropriately.
3. Reeducate the employee who has voiced the concerns, if applicable, on the policy compliance expectations.
4. Document and take appropriate action as it relates to BEST (see page 1 'Your Role').

### Talking Tips for Supervisors

1. Meet in a private place to discuss the problem.
2. Let the employee tell his/her side of story.
3. Be respectful and cognizant that complying with this policy can be difficult for tobacco users.
4. Be direct. Make a clear statement that this is an important policy to the university and it is an expectation that everyone adheres to this policy.  
*"I know that as a tobacco user, this policy can be difficult to comply with. Even though compliance can be challenging, violations to University policy are not acceptable and I need your cooperation."*
5. Help the employee develop an acceptable plan that takes all university policies into account. If the employee wants to quit, make sure to tell the employee about all available resources. If the employee does not want to quit, reinforce policy expectations.
6. Summarize the meeting and expectations moving forward.
7. To avoid future issues of noncompliance, schedule a follow-up meeting to determine if the agreed upon plan is working. If there are continued violations, identify the impact of the employee's actions and manage it appropriately. You are encouraged to contact your college/unit HR representative for assistance.

### Approaching Someone Who is Using Tobacco

If you see someone using tobacco on campus, you are encouraged to remind people of the initiative if you feel comfortable doing so. If you do approach someone, please do so in a friendly, respectful manner – the person may not be aware of the policy. If someone becomes agitated or hostile upon being approached, please do not escalate the situation – simply walk away. If the situation escalates to the point where you feel threatened or endangered, please call 911.

These scenarios and scripts are designed to help members of the University community remind people of the smoke- and tobacco-free campus policy.

- **Situation:** You see a person using tobacco products on campus.  
**Response:** Hello, my name is \_\_\_\_\_, and I am an (employee, student) here at the University of Minnesota. I want to let you know that we are now a smoke- and tobacco-free campus. All students, staff, faculty, and visitors are prohibited from smoking and using tobacco products and electronic cigarettes on all University property. Thank you for your cooperation.

- **Situation:** "Where am I allowed to smoke?"

**Response:** The University of Minnesota is a smoke- and tobacco-free campus. All students, staff, faculty, and visitors are prohibited from smoking and using tobacco products and electronic cigarettes on all University property. You will need to leave the campus to smoke or use tobacco products. Thank you for respecting our policy.

- **Situation:** You are making arrangements with a vendor or contractor.

**Response:** The University of Minnesota is a smoke- and tobacco-free campus. We respectfully ask that representatives from your organization refrain from smoke and using tobacco products and electronic cigarettes on all University property.

- **Situation:** You want to proactively communicate the smoke- and tobacco-free campus policy to prospective employees and prospective students and their families prior to their visit to the University of Minnesota campus.

**Response:** I would like to let you know that the University of Minnesota is a smoke- and tobacco-free campus. All students, staff, faculty, and visitors are prohibited from smoking and using tobacco products and electronic cigarettes on all University property. Thank you for respecting our policy.

## Frequently Asked Questions

### Why is the U smoke and tobacco free?

- The U is committed to the health and well-being of everyone on campus
- The smoke- and tobacco-free policy was adopted based on:
  - the wealth of research documenting the health risks associated with tobacco use and secondhand smoke exposure
  - assessments of regional and national trends
  - input from the campus community.
- The policy will:
  - allow the nonsmoking majority of the campus to breathe fresh air without exposure to the Class A carcinogens in secondhand smoke
  - provide a supportive environment for the many smokers trying to quit
  - reduce the number of people who currently use tobacco
  - reduce the number of people who initiate tobacco use
  - dramatically reduce the number one groundskeeping and cleanup expense for the U
  - reduce absenteeism and health care costs

### Why is the U both smoke and tobacco free?

Because of the negative health and environmental impacts of all tobacco products, the U has adopted a tobacco-free, rather than just a smoke-free policy.

### Why are electronic cigarettes prohibited?

E-cigarettes are designed to deliver high amounts of nicotine to the user—more than two times the amount approved by the FDA for smoking cessation aids. Little is known about the long-term health effects of e-cigarettes, but many ingredients are known to cause lung and cardiac inflammation, cancer, and cell damage.

### What areas of campus does the smoke- and tobacco-free campus policy cover?

The smoke- and tobacco-free campus policy covers all property, buildings, and facilities under the primary control of the University of Minnesota through ownership, lease, or other means. Campus maps can be viewed at [sharetheair.umn.edu](http://sharetheair.umn.edu).

## Resources

- Share the Air ([sharetheair.umn.edu](http://sharetheair.umn.edu)): Resources and frequently asked questions
- Boynton Health ([boynton.umn.edu](http://boynton.umn.edu)): Nicotine dependence counseling, nicotine replacement therapy, and prescription medications

**"The University is committed to protecting the health and well-being of all campus community members. We all 'share the air,' and a smoke- and tobacco-free environment will provide many benefits to our community."**

**—President Eric W. Kaler**