

POLICY RELATING TO PERSONNEL MANAGEMENT

SMOKING IN DISTRICT FACILITIES

In accordance with MGL, Chapter 71, Section 37H it is the policy of the Wachusett Regional School District that the use of tobacco products is forbidden within the school buildings, the school facilities, on the school grounds or on school buses by all individuals.

Employees charged with violating this policy will be subject to disciplinary actions in accordance with the Tobacco Policy Rules and Regulations governing school employees.

Students charged with violating this policy will be subject to disciplinary actions as outlined in the Student Discipline code.

All other individuals violating this policy will be instructed by the school administration to leave the premises.

All employees agree as a condition of employment to comply with the prohibition of the use of tobacco policy as adopted by the Wachusett Regional School Committee and mandated by Massachusetts General Laws Chapter 71, Section 37H. That policy provides that the use of tobacco products is forbidden within the school buildings, the school facilities, or on the school grounds, or on school buses by all individuals. All employees agree to comply with the Rules and Regulations governing the prohibition of the use of tobacco as a condition of employment.

All employees, within their area of responsibility, shall recognize their obligation to uphold and enforce school policies and regulations, including the prohibition of the use of tobacco.

A violation of the tobacco policy in regard to employees will result in the following disciplinary action:

First Violation - The employees will be given an oral reprimand with a written notation in the employee's personnel file.

Second Violation - A written reprimand will be placed in the employee's personnel file, and he or she will be required to attend a cessation program which will be provided by the school district.

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SMOKING IN DISTRICT FACILITIES (continued)

Third Violation - Possible suspension without pay by the Principal after due process hearing and compliance with the statutory or collective bargaining requirements where applicable and written notification to the employee that any further violation may result in dismissal. Additionally, the employee shall attend a cessation program at his/her own expense.

Fourth Violation - Possible dismissal from employment or other further disciplinary action after due process hearing and compliance with the statutory or collective bargaining requirements where applicable.

In determining appropriate disciplinary actions in third and fourth violations, the circumstances of the employee's previous disciplinary record will be considered. Suspension or dismissal of an employee will be carried out in accordance with the statutory or collective bargaining requirements applicable.

The disciplinary sequence detailed above shall have a term of one (1) year, on a July 1 through June 30 cycle; violations from the previous year will not be carried over the next year.

First Reading: 09/12/94
Second Reading: 09/26/94

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