

UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

POLICY ON SMOKING IN THE WORKPLACE

It is University policy that smoking is prohibited in all University buildings except residence halls.

Smoking is prohibited out of doors in the following areas:

- within 30 feet of exterior ventilation intakes;
- within 10 feet of building entrances and open windows; and
- in all exterior stairwells.

We anticipate that most instances of violation of this policy can be remedied through education and/or informal reminders. Where necessary, however, complaints against an employee may be filed with the Office of Human Resources Management. All complaints must be in writing and must be signed. Confidentiality will be preserved. Complaint forms are available by calling this office on 437-4700. As smoking regulations are University policy, serious or repeat violations may subject employees to disciplinary action as provided in the various negotiated union contracts.

Complaints regarding smoking by students in a given area should be referred to the building coordinator designated by the Office of Student Success (see chart). Complaints which cannot be resolved through this process should be referred to Clarence McNeill in the Office of Student Success and will be handled through the Student Judiciary process.

**POLICY ON SMOKING IN THE WORKPLACE:
LOCAL SMOKING POLICY ADMINISTRATORS**

BUILDING/AREA	ADMINISTRATOR
Arts and Sciences (Also includes: Social Science, Humanities, Biology, Chemistry, Earth Science, Physics)	Dean's Office, College of Arts & Sciences: Edelgard Wulfert
Education	Dean's Office, School of Education: Robert Bangert-Drowns
Business Administration (for all School of Business units)	Dean's Office, School of Business: Donald Siegel
University Administration Building and Management Services Center	Office of Human Resources Management: Jim Mancuso
Physical Plant (all facilities and grounds under Physical Plant)	Physical Plant Office: 442-3430
Library (including all basement areas)	University Libraries Office: Frank D'Andraia
Performing Arts and Page Hall	Performing Arts Center Office: Patrick Ferlo
Campus Center, Podium (other than those listed above), Lecture Centers and Grounds	Campus Center Office: R. Scott Birge
Physical Education	Director's Office: Lee McElroy
Downtown Campus	Dean's Office, Rockefeller College: Jeffrey Straussman
Off Campus Research Centers	Vice President's Office, Research: James Dias
Alumni House	Alumni House Office: Lee Serravillo
All Others	Office of Human Resources Management: Jim Mancuso
University Hall	Vice President's Office, Student Success: Christine Bouchard