

**Proposed Addition to**  
**Kern Community College District Board Policy Manual**  
**Section Three – Business Services**

Governance Process: Share as Information Only

Reason for Revision: To Establish District Procedure

3B1G *Smoke/Tobacco Free Campus*

- 1. Use of any form of tobacco or non-tobacco vapor products is prohibited in all District vehicles, or at any KCCD sponsored activity or athletic event of any form. Tobacco or non-tobacco vapor products are prohibited on District property, facilities or in District operations.*
- 2. These procedures apply to employees, students, visitors and other persons who use the facilities on the college campuses or any other building/property that is part of the Kern Community College District.*
- 3. The District shall make available to employees and students a current referral list of smoking cessation programs and other information or literature on the subject of smoking and they may assist individuals who wish to stop using tobacco products. Such information shall be available in the health services office on any of the college campuses.*
- 4. Signs prohibiting smoking tobacco and non-tobacco vapor products shall be prominently displayed throughout each campus and District location. Information about the board policy and this administrative procedure will be communicated on the District's website, and via District/college communication means including course schedules, catalogs, and student employee handbooks.*
- 5. A. Students:*  
*Students found to be non-compliant with this administrative procedure shall be subject to the following:*  
*First offense: verbal warning and review of policy and administrative procedure*  
*Second offense: referral to the Dean of Student Services for consultation and written reprimand for continued violation of the rules*

Third offense: discipline in accordance with applicable laws, regulations, board policies and administrative procedures

B. Employees:

Employees found to be non-compliant with this administrative procedure shall be subject to the following:

First offense: verbal warning and review of the board policy and administrative procedure

Second offense: referral to the employee's manager/supervisor and a written reprimand for continued violation of the rules.

Third offense: discipline in accordance with applicable collective bargaining agreements, laws, regulations, board policies and administrative procedures.

C. Members of the public:

Members of the public found to be non-compliant with this administrative procedure shall be subject to the following:

First offense: verbal warning and review of the board policy and administrative procedure

Second offense: removal from District property