



## Supervisor Toolkit

### Overview

Michigan State University strives to enhance the general health and well-being of students, faculty, staff and visitors in support of our healthy campus initiative. We support individuals being tobacco-free and achieving their highest state of health and sending students into their careers at a high level of health and well-being. To demonstrate this commitment, we are adopting a policy that prohibits the use of tobacco, including electronic smoking devices, on all university owned, operated, or leased property, including vehicles. Tobacco use, including electronic smoking devices, is also prohibited in personal vehicles parked or driven on university owned, operated, or leased property.

One frequently asked question is how the policy will be enforced. MSU strives to create a culture that encourages compliance by promoting and supporting a healthy environment. Supervisors, when confronted with policy violations, should strive to be diplomatic and respectful of all members of our campus community, including tobacco users. Supervisors should use this toolkit for guidance on how to support this change and navigate challenges to this policy.

### Your Role

As a supervisor, you are a strategic partner in implementing this policy. Consistency in communicating about the policy and addressing policy violations is imperative to the success of the Tobacco-Free MSU initiative. Your supervisory role dictates that you support the tobacco-free initiative in the following ways:

1. **Be Informed:** Educate yourself on the tobacco-free [ordinance](#), [FAQs](#), and [resources](#).
2. **Educate:** Communicate the [ordinance](#) courteously and diplomatically to students, faculty, staff and visitors.
3. **Support:** Connect your employees with appropriate [tobacco/nicotine cessation resources](#) if they express interest, access to nicotine replacement therapies and/or stress management, nutrition and fitness resources.



4. **Offer Options:** Hold employees accountable for adhering to the policy while recognizing that this change may be a difficult transition for some employees. Address matters of repeated violations consistently as you would violations of other policies. It is important to assess the impact of repeated violations in relation to the university's expectations. Tobacco use violations are not a vehicle to accelerate corrective action of problem performers. College/Unit HR representatives, Employee Relations within the Office of Human Resources and the Office of the University Physician are available to consult on specific situations.

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

Below is an example of an effective messaging strategy which can be used to educate employees on the policy:

*Michigan State University has adopted a tobacco-free ordinance and policy that supports a healthy campus for all members of the MSU community. Effective Aug. 15, 2016, the use of all types of tobacco products is prohibited in all university buildings and on all university-owned properties, including parking lots, garages and all outside areas. The consideration and cooperation of tobacco users and non-tobacco users alike is needed to fully implement the policy. The university is highly committed to supporting all faculty, staff and students who wish to stop using tobacco products. The tobacco-free website includes campus and community resources to overcome tobacco or nicotine addiction: <http://tobaccofree.msu.edu/>.*

It is important to incorporate this communication into meetings, emails, publications and other communication vehicles directed toward employees. Be open to meeting one-on-one with employees who have questions about the initiative. Offer assistance in connecting individuals with appropriate resources.

Advise all employees of the importance of respecting the neighborhoods surrounding MSU. The university is committed to being a good campus community neighbor, and that includes being mindful of litter, loitering and second-hand smoke which may be caused as a result of off-campus tobacco use.



## **Tips for Supervisors Responding to Violations of the Ordinance**

As we become adjusted to the new ordinance, communication, respect and support are paramount. It is MSU's intent that enforcement will be achieved primarily through education, awareness and a spirit of cooperation. However, supervisors may need to respond to reports of policy violations.

1. Meet in a private place to discuss any issue(s) related to the tobacco-free ordinance.
2. Let the employee tell his/her side of story and share questions and concerns.
3. Be respectful and cognizant that this change is 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 this is a new policy and, as a tobacco user, this must be a significant change for you. Even though this is a new policy, it is important for you to understand that violations to university policy are not acceptable, and I need your cooperation in fully complying with the policy."*

5. Help the employee develop an acceptable plan that reflects an understanding of the policy. If the employee wants to quit using tobacco/nicotine products, make sure to tell the employee about all available campus/community resources. If the employee does not want to quit, reinforce policy expectations and review steps the employee may want to consider to make it easier to be on campus for the duration of the work day.
6. Summarize the meeting and future expectations of the employee.
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 issues or violations, outline consequences, including the potential for disciplinary action, and manage the situation appropriately. For support with your supervisory role related to this policy, contact your college/unit HR representative or [Employee Relations](#) for assistance.



### **Additional Policy Information**

- Review the [Tobacco-Free MSU website](#).
- For general policy questions, contact the [Office of the University Physician](#).
- If you notice recurrent tobacco use near a building entrance or parking area/structure, you may anonymously report it to the Office of the University Physician using the "Report Tobacco Use" form at <http://tobaccofree.msu.edu/>. The office will coordinate assessment for adequate signage and track recurrent tobacco use at the same location.

### **Tobacco Cessation Resources**

- [Tobacco-Free MSU website](#)
- [Office of the University Physician Health4U Program](#)
- [Office of the University Physician Employee Assistance Program\(EAP\)](#)

### **Approaching Someone who is Using Tobacco**

If you encounter anyone using a tobacco product or electronic cigarette on campus grounds, remember to be courteous and respectful.

- Assume the person is not aware of the policy.
- Be polite and friendly.
- Explain the use of tobacco products is not permitted on any university owned, operated or leased property, including vehicles. Tobacco use is also prohibited in personal vehicles parked or driven on university owned, operated or leased property.

**Example:** "Hello, my name is \_\_\_\_\_, and I am a faculty/staff member here at Michigan State University. I want to let you know that we are now a tobacco-free campus, meaning that tobacco products are prohibited on our grounds. This new policy went into effect on Aug. 15, 2016. Thank you for your cooperation."

**Or simply state** "Are you aware MSU is a tobacco-free campus?"



## **Guidance for Visitors**

All members of the MSU community have the responsibility to communicate the tobacco free ordinance to their campus visitors. To facilitate your conversation with campus visitors, direct them to the [Tobacco-Free MSU website](#).

*This toolkit adapted from the Ohio State University and the University of Texas-Austin Toolkits, by the Tobacco-Free MSU Toolkit Workgroup. March 2016.*