

Piedmont Virginia Community College

Section II – General Administrative Policies

II – 50.0 Smoking

Effective Date: September 2008

Last Revised: March 2026

Responsible Dept.: Vice President of Finance & Administrative Services

1. Purpose

The purpose of this policy is to maintain the general well-being of the campus community while considering the needs of individuals who smoke.

2. Policy Statement

Smoking is permitted in personal vehicles and within parking lots. Smoking is also permitted within designated smoking areas identified by “DESIGNATED SMOKING AREA” signs and the presence of smoking urns.

Smoking is prohibited in the following areas:

- a) Within 25 feet of a building entrance or exit.
- b) Not on college grounds except as noted above.
- c) Inside college buildings.

Smokers are responsible for properly disposing of smoking materials.

Smoking Shelters have been provided at several locations. Where shelters are provided, the designated smoking area is inside the shelter. It is a violation of college policy to post flyers or other materials on smoking shelters.

This policy is written in accordance with Executive Order (EO) 41 effective January 1, 2007, and guidance from the Virginia Department of General Services.

3. Definitions

Smoking is defined as any tobacco product or other substance (including electronic or e-

cigarettes or vapes) that emits smoke or is designed to simulate smoking cigarettes.

4. Applicability

This policy applies to all students, staff, and faculty, as well as visitors to campus.

5. Responsibilities

The Vice President of Finance & Administrative Services, the PVCC police and security personnel are responsible for implementing this policy.

6. Procedures for Implementation

6.1 Appeal Process

Appeals of smoking tickets should be submitted in writing to the Vice President of Finance and Administrative Services. A form is available online or from the Security Office, the Cashier's Office and the Vice President's Office for this purpose.

The Vice President of Finance and Administrative Services will act directly on appeals of tickets issued to visitors. Appeals from current students, faculty, and staff will be referred to an appeals panel consisting of two students, one employee with faculty rank, and one classified employee. The PVCC police chief will serve as a resource person to the committee and may participate in the deliberations but will not have a vote. The appeals panel will meet weekly or as needed. In order to void a ticket, three panel members must vote to void. Otherwise, the ticket is upheld and becomes a collectible financial obligation to the College.

Decisions of the appeals panel will be reviewed by the Vice President of Finance and Administrative Services. The Vice President may not reinstate a ticket that has been voided by the appeals panel. In unusual circumstances, the Vice President may void a ticket that has been upheld by the appeals panel, in which case the Vice President must provide the Appeals Panel with a written explanation as to why the ticket was voided.

During the Summer Term and when the College is not in session, the Vice President of Finance and Administrative Services will act on appeals. To the extent possible, the Vice President will seek the input of available appeals panel members during these periods.

6.2 Notifications

The Vice President of Finance and Administrative Services will inform, in writing, people who appeal smoking tickets of the result of the appeal.

7. Sanctions for Violation of Policy

Students, employees, and visitors who violate college smoking policy will be subject to fines and appropriate disciplinary action. PVCC security personnel are authorized to issue tickets for smoking violations. The fine for smoking on college grounds outside of designated smoking areas and for improperly disposing of smoking materials is \$25.00.

A ticket for a smoking violation is a collectible financial obligation to the College. PVCC is required by state regulation to take appropriate action to collect such obligations. These actions may include placing a hold on records, denying class registration, and submitting overdue obligations to the Virginia Department of Taxation debt set-off collection program.

8. Other General Information

N/A