

PLAINFIELD PUBLIC SCHOOLS

STAFF VIOLATION OF THE SMOKING AND USE OF TOBACCO POLICY

Staff Regulations

- 1st Incident: A **verbal warning** will be made by the appropriate supervisor.
- 2nd Incident: A **written warning** will be sent to the employee with a copy to the **personnel file**, and a recommendation for a smoking or tobacco usage cessation clinic at the employee's expense (if any). **THE WRITTEN WARNING WILL BE DATED AND AFTER TWO YEARS it will be removed** from the file if there has been **no further incident**.
- 3rd Incident: The third and any **subsequent incidents** will be **kept** in the **personnel file permanently** and be reflected in the employee's annual **evaluation**. **Flagrant violation** may result in **serious disciplinary action up to and including dismissal**.
- Revised: 8/09/95
Revised: 5/14/14