

VIOLATIONS NOTIFICATION LETTER

Date

To: Departmental Administrator Employee's Name

From: Environmental Health and Safety

Re: Smoking Policy Violation

The Department of Health & Medical Hygiene Law (Chapter 10 Title 24 Rules of the City of New York), prohibits smoking in all indoor areas or public places and places of employment.

It has been brought to our attention that a person in your department is violating Columbia University as well as New York City laws regulating smoking. Specifically the complaint concerns (name) who was smoking in (location on date and time).

Violations of these rules may be punishable by NYC up to a fine of \$2,000. In addition, the violator may be subject to disciplinary action by the University.

Please speak with your staff and remind them of this University and NYC Department of Health & Mental Hygiene regulation. Attached is a sample letter that you may want to use.

Your cooperation in this matter is greatly appreciated.

Attachment

cc: Department Dean/Chair/Director
AVP Employee & Labor Relations
AVP Human Resources, Medical Center (if applicable)
Union representative (if applicable)

COUNSELING LETTER

Date

To: Employee's Name

From: Supervisor's Name

Re: Smoking Policy Counseling Letter

It has been brought to my attention that you have been witnessed on (date, time and location) violating Columbia University, as well as New York City regulations on smoking in the workplace and public areas.

I am writing to you to remind you that compliance with regulations is mandatory and your full conformity with University policy is expected.

I will be happy to speak with you if you feel you are not fully aware of the provisions within the University or City policies and regulations.

NOTICE TO ATTEND AN INVESTIGATORY MEETING

Date

To: Employee's Name

From: Supervisor's Name

Re: Smoking Policy

It has been brought to my attention, once again, that you have been found violating both Columbia University and the New York City Department of Health & Mental Hygiene Law (Chapter 10 RCNY), regulating smoking in not only the workplace but also all public areas.

In a memorandum (dated) you were reminded that your actions were in violation and advised to correct those actions. However, on (date, time and location) you were witnessed to be, again, violating University policy. Unfortunately, as a result of your repeated offence, disciplinary action must be taken.

Please be advised that you will be required to attend an investigatory meeting to discuss possible disciplinary action on (date and time).

cc: Departmental Dean/Chair/Director
AVP Employee & Labor Relations
AVP Human Resources, Medical Center (if applicable)
Union representative (if applicable)