



Non-Tobacco Use Agreement Reminder



If you accepted the non-tobacco use agreement late last year during open enrollment, this is a friendly reminder that you agreed to abstain from all tobacco products during 2012.

Employees who accepted the agreement are subject to random, on-the-spot nicotine testing. Anyone who tests positive will be subject to dismissal from employment. *Note: The test is for nicotine; therefore, if you are using products such as nicotine patches or gum, save the receipts to show proof of purchase and use.*

If you are unable to honor the terms of the agreement, you can rescind your agreement prior to the use of any tobacco products. To cancel this option, log into PeopleSoft and click on “self service,” “benefits” and “rescind non-tobacco use agreement.”

If you have questions about this policy or need assistance, please contact the State Personnel Benefits Hotline at 317-232-1167 or 877-248-0007.