Morehead State University
2026 Tobacco Use Declaration

Tobacco Use Questions

1. Do you (MSU employee) currently utilize tobacco products? Tobacco products include any form of of tobacco products that are smoked, applied to the gums, chewed, or ingested, and/or inhaled.

☐ YES ☐ NO

2. Does your spouse (if covered under your MSU policy) currently utilize tobacco products? Tobacco products include any form of of tobacco products that are smoked, applied to the gums, chewed, or ingested, and/or inhaled.

☐ YES ☐ NO

Form due date: Form is due no later than October 17, 2025

Failure to complete the form for your 2026 Open Enrollment can result in immediate surcharge application to your payroll deductions, until the completion of a cotinine test with a negative result is provided to the Office of Human Resources.

Conditions of Eligibility for Waiver of Tobacco Use Surcharge

The surcharge does not apply if:

- You are not covered under a Morehead State Medical Plan
- You do not use tobacco products and complete the Tobacco Use Declaration, or
- You report and provide documentation to the Office of Human Resources that you are completing a tobacco cessation program.

"Tobacco" includes products that are smoked (such as cigarettes, cigars, or pipes); chewed, applied to the gums, or ingested (such as chewing tobacco or dip); or inhaled (such as snuff or e-cigarettes). For this policy, nicotine replacement products like patches, gum, or lozenges are also considered tobacco use.

Employees who have indicated that they use tobacco products must provide evidence that they are no longer using tobacco via a nicotine or continine test in order to have the surcharge removed. **The surcharge will only be removed after a negative test result has been received by the Office of Human Resources. It will go into effect on the next payroll after the negative test result has been received. It will not be retroactive.**

All employees are required to provide truthful and accurate information. The University imposes a $100 per pay period surcharge for employees who use tobacco products.

Certification

By completing this certification, you are attesting to the accuracy of your response regarding tobacco use. Falsifying or misrepresenting any information on official University documents is a violation of University policy (PG-61) and may result in disciplinary action, up to and including termination of employment.

Please ensure your response is honest and current. If your tobacco use status changes during the calendar year, you are responsible for promptly updating your certification through the Office of Human Resources.

Employee's Name (Print) _____ **MSU ID#** _____

Employee's Signature _____ **Date** _____

Spouse's Signature (if covered by MSU health plan) _____ **Date** _____