



Santa Fe College Rules Manual

Title:	Drug-Free Workplace	Procedure 3.36P
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Based on	Rule 3.36
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Effective Date:	June 20, 2023
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Purpose: To state procedures supporting the College's commitment to a drug-free workplace in accordance with Rule 3.36.

- I. General Provisions
 - A. Newly hired employees and newly enrolled students shall receive the College's Drug and Alcohol Abuse Prevention Program (see Appendix, also available at <https://www.sfcollge.edu/consumer/drug-and-alcohol-abuse-prevention-program>).
 - B. All students enrolled in one or more classes for any type of academic credit and all employees shall be notified annually of the College's Drug and Alcohol Abuse Prevention Program. The notice includes the following:
 1. Standards of conduct for students and employees that prohibits the unlawful possession, use, manufacture, sale, or distribution of illicit drugs and alcohol on College property or as part of any College activities.
 2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 4. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
 5. A statement that the College will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including permanent dismissal for students or dismissal from employment for employees and referral to law enforcement for violations of the standard of content required by this procedure. For the purpose of this procedure, the College may impose at its discretion a disciplinary sanction that may include the completion of a drug assistance or rehabilitation program approved for such purposes by

the federal, state or local health, law enforcement, or other appropriate agency.

II. Students

- A. Students are responsible for adhering to applicable college policies including the student code of conduct. Students who violate required standards of conduct may receive disciplinary action up to and including expulsion from the College in accordance with College Rule 7.23 Student Code of Conduct in addition to referral to the College Police Department and/or other local law enforcement which may result in criminal sanctions under applicable federal, state, and local laws.
- B. Students seeking professional resources for alcohol and/or drug-related issues are encouraged to contact the College's Counseling Center to be referred to the appropriate external resources.

III. Employees

- A. As a condition of employment, employees must abide by the terms of this procedure and must report to work fit for duty and perform their jobs in a safe manner. If there is reasonable cause when an employee is exhibiting patterns of behavior which suggest impairment, the employee may be placed on an administrative leave of absence until an assessment is made to determine if an employee's continued presence in the workplace may pose a safety concern to themselves, others, or property, or may interfere with the College's ability to effectively provide services. For additional information, see College Rule 3.20 and 3.20P regarding Leaves of Absence.
- B. Employees seeking professional resources for alcohol and/or drug-related issues are encouraged to contact their health care provider and/or the College's Employee Assistance Program (EAP). For more information regarding EAP services and/or local resources, employees are encouraged to contact the Human Resources Department via email to human.resources@sfcollge.edu or by phone at 352-395-5185.
- C. Employees are required to notify their supervisor as soon as possible of any alcohol or drug-related arrest, notice to appear, or information filed against an employee by a prosecuting official on an alleged violation of the law arising from the use of drugs and/or alcohol in the workplace, while engaged in offsite work, or while off duty. Upon receiving such notification, the supervisor must immediately notify the Human Resources Department via email to

- human.resources@sfcollge.edu or by phone at 352-395-5185 for a collaborative evaluation of appropriate next steps.
- D. Employees who are arrested or indicted are not subject to discipline solely based on an arrest. Incidents shall be evaluated for the following information:
 - i. Circumstances surrounding the arrest and/or work relatedness;
 - ii. Drug Free Workplace Act regulation obligations; and/or
 - iii. any other relevant information.
 - E. Employees are required to notify their supervisor as soon as possible of the case disposition of any alcohol or drug-related charge(s). Upon receiving such notification, the supervisor must immediately notify the Human Resources Department via email to human.resources@sfcollge.edu or by phone at 352-395-5185 for a collaborative evaluation of appropriate next steps.
 - F. In compliance with the federal Drug Free Workplace Act, any federal grant employee is required to notify their supervisor within five (5) calendar days of any alcohol or drug-related conviction arising from the use of drugs and/or alcohol in the workplace. If an employee has an alcohol and/or drug-related conviction, the College shall notify the appropriate federal grant agency, as applicable, within ten (10) days from the employee notification. Within thirty (30) days of receiving an employee's notification of a criminal drug conviction resulting from behavior that occurred in the workplace, the College will evaluate the circumstances and impose appropriate action. Compliance with this policy is a condition of employment for all federal grant employees.
 - G. Employees who violate Rule 3.36 or Procedure 3.36P may receive disciplinary action up to and including dismissal from employment as well as criminal sanctions provided under applicable federal, state, and local laws.

IV. Medical Marijuana

As a recipient of federal funding and to comply with Drug-Free School and Communities Act regulations, the College is required to prohibit the use, possession, and distribution of all federally controlled substances, including marijuana. Although Florida law may permit the use of medical marijuana, federal law prohibits marijuana use or possession. Florida law does not require the College to accommodate the medical use of marijuana in the classroom, in the workplace, or by individuals attending class or working while under the influence of marijuana. Further, the law does not create a cause of action against an employer for wrongful discharge or discrimination. The

manufacture, selling, dispensation, possession, use, distribution, or being under the influence of marijuana for medical purposes is not allowed on any College property, at any College-sponsored event, or as part of any College activities for any purpose by employees or students.

V. Biennial Review

The College shall conduct a biennial review of its Drug and Alcohol Abuse Prevention Program to determine its effectiveness, implement changes if needed, and ensure that the sanctions described in the procedures of this policy are consistently enforced.

Appendix:

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

In compliance with Federal law, 20 USC 1011i and 34 CFR 86.100(a), Santa Fe College has adopted and implemented a drug and alcohol abuse prevention program. The components of the program, with information about where more material regarding drug and alcohol related issues can be located, are described here.

I. Standards of Conduct

Santa Fe College is committed to a safe, healthy, and productive environment for its students and employees. Accordingly, the College prohibits the unlawful possession, use, manufacture, sale, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The Student Conduct Code, located in College Rule 7.23, fully describes prohibited conduct involving drugs and alcohol for students. A complete statement of SF College's policy commitment to a drug-free workplace for employees can be found in College Rule 3.36 and its accompanying procedure, Procedure 3.36P.

II. College Sanctions for Violations

Santa Fe College will impose appropriate sanctions, consistent with local, state, and federal law, on employees and students who violate the College's policies and standards of conduct for a drug-free environment. Employees engaged in prohibited conduct involving illicit drugs and alcohol will be subject to one or more penalties described in College Rule 3.36, including satisfactory completion of an appropriate rehabilitation program, reprimand, suspension, termination, and/or referral for prosecution. Students who violate the standard of conduct involving controlled substances will receive discipline as described in the Student Conduct Code, Rule 7.23. Possible penalties for students include a written reprimand, probation, suspension, expulsion, or other appropriate action. In addition, student athletes who commit drug or alcohol abuse may be subject to sanctions imposed by the College Athletic Department's Substance Abuse Committee. Such sanctions may include counseling, suspension from competition, expulsion from the team, and/or loss of scholarship aid. Information about Santa Fe College's Student- Athlete Drug Testing Program and the procedures of the Substance Abuse Committee are located on the Athletic Department's website.

III. Applicable Legal Sanctions under Local, State, and Federal law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

Alcohol

Local: Municipal and county ordinances prohibit the consumption or possession of alcoholic beverages in public parks or recreation areas or on any public school property. Local laws also forbid the possession of alcoholic beverages in open containers on any

public street, thoroughfare, sidewalk, or any public or semi-public parking facility. The consumption of alcohol is prohibited during specific hours in clubs and certain premises open to the public. Penalties for violations of local laws regarding alcoholic beverages include fines of up to \$500 and/or imprisonment for terms of up to 60 days. See generally, Chapters 1 and 4, Gainesville City Ordinances; and Chapters 63, Alachua County Code.

State: Florida law prohibits both the sale of alcoholic beverages to persons under 21 years old and the possession of alcohol by anyone under 21. It is unlawful for any person to misrepresent or misstate his or her age in order to procure alcoholic drinks. This includes the manufacture or use of false identification. Use of forged identification for the purpose of procuring alcoholic beverages is a felony. State law also makes it illegal to possess open containers of alcoholic beverages or consume alcohol in moving or standing vehicles. Under Florida law, driving under the influence of alcohol or any controlled chemical substance (DUI) is an offense evidenced by impairment of normal faculties or an unlawful blood or breath alcohol level of .08 or higher. Depending on the severity and aggravating factors, violations of these state laws may be misdemeanors or felonies. Penalties range from community service, probation, treatment at an alcoholism treatment program, driver's license suspension or revocation, fines of thousands of dollars, and imprisonment of up to thirty years. See generally, Florida Statutes, Sections 316.193, 316.1936, 322.212 & 562.11.

Federal: The regulation of alcoholic beverages generally is given over to State and local control.

Drugs

Local: City and county laws prohibit the possession or consumption of illegal drugs or intoxicating substances in public parks. See Chapter 18, Gainesville City Ordinances; and Chapter 76, Alachua County Code.

State: In Florida it is a crime to possess, manufacture, deliver, sell, or possess with the intent to sell certain controlled substances, including illicit drugs such as cannabis (marijuana), cocaine, and opium. Trafficking in illegal drugs constitutes a felony. It is a felony to sell, purchase, manufacture or deliver, or possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, or within 1,000 feet of the real property comprising a public or private elementary, middle, secondary school, community, or state college or university. Felony level penalties include substantial terms of imprisonment, civil fines, and civil forfeiture of all real or personal property used in the illegal activity or obtained with the proceeds of the illegal activity. See generally, Florida Statutes, Chapter 893.

Federal: Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year

to life imprisonment and/or fines up to \$20 million. Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance; the denial of professional licenses or Federal benefits, such as student loans, grants, and contracts; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance on or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. See “Controlled Substances Act” 21 USC 800 et seq., Part D “Offenses and Penalties.”

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 15 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Not less than 25 years. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

FEDERAL TRAFFICKING PENALTIES – MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 15 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kg marijuana (except 50 or more marijuana plants regardless of weight); 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil (Schedule I)	1 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is not less than 25 years imprisonment and a fine up to \$20 million if an individual and \$75 million if other than an individual.

Source: U.S. Department of Justice Drug Enforcement Administration – Drugs of Abuse: A DEA Resource Guide/2022 Edition (https://www.campusdrugprevention.gov/sites/default/files/2022-11/2022_DOA_eBook_File_Final.pdf)

IV. Health and Behavioral Risks

The negative physical and mental effects of the use of alcohol and other drugs are well documented. Use of these drugs may cause: blackouts, poisoning, and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information; and psychological problems including depression, psychosis, and severe anxiety. Risks associated with specific drugs are described later in this section.

Impaired judgment and coordination resulting from the use of alcohol and other drugs are associated with acquaintance assault and rape; DUI/DWI arrests; hazing; falls, drownings, and other injuries; contracting sexually-transmitted infections including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

The substance abuse of family members and friends may also be of concern to individuals. Patterns of risk-taking behavior and dependency not only interfere in the lives of the abusers, but can also have a negative impact on the affected students' academic work, emotional well-being, and adjustment to college life.

Individuals concerned about their own health or that of a friend should consult a physician or mental health professional. More information and assistance can be obtained by contacting the College's Human Resources department, Student Health Care Center, or the Counseling Center. Employees and students also may locate a community resource listed in the yellow pages of the telephone directory.

Alcohol: Alcohol abuse is a progressive disorder in which physical dependency can develop. Even low doses of alcohol impair brain function, judgment, alertness, coordination, and reflexes. Very high doses cause suppression of respiration and death. Chronic alcohol abuse can produce dementia, sexual impotence, cirrhosis of the liver, and heart disease; and sudden withdrawal can produce severe anxiety, tremors, hallucinations, and life-threatening convulsions.

Marijuana (Cannabis): Marijuana has negative physical and mental effects. Physical effects include elevated blood pressure, a dry mouth and throat, bloodshot and swollen eyes, decrease in body temperature, and increased appetite. Frequent and/or long-time users may develop chronic lung disease and damage to the pulmonary system.

Use of marijuana is also associated with impairment of short-term memory and comprehension, an altered sense of time, and a reduction in the ability to perform motor skills, such as driving a car. Marijuana use also produces listlessness, inattention, withdrawal, and apathy. It also can intensify underlying emotional problems and is associated with chronic anxiety, depression, and paranoia.

Hallucinogens: This category includes phencyclidine (PCP or "angel dust"), and amphetamine variants which have mind-altering effects. Perception and cognition are impaired and muscular coordination decreases. Speech is blocked and incoherent. Chronic users of PCP may have memory problems and speech difficulties lasting 6 months to a year after prolonged daily use.

Depression, anxiety, and violent behavior also occur. High psychological dependence on the drug may result in taking large doses of PCP. Large doses produce convulsions, comas, and heart and lung failure.

Lysergic acid diethylamine (L.S.D. or "acid"), mescaline, and psilocybin (mushrooms) cause illusions, hallucinations, and altered perception of time and space. Physical effects include dilated pupils, elevated body temperature, increased heart rate and blood pressure, decreased appetite, insomnia, and tremors. Psychological reactions include panic, confusion, paranoia, anxiety, and loss of control. Flashbacks, or delayed effects, can occur even after use has ceased.

Cocaine: Cocaine stimulates the central nervous system. Immediate physical effects include dilated pupils and increased blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use may destroy nasal tissues. Following the “high” of extreme happiness and a sense of unending energy is a cocaine “crash” including depression, dullness, intense anger, and paranoia. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Tolerance develops rapidly, and psychological and physical dependency can occur.

Crack or “rock” is extremely addictive and produces the most intense cocaine high. The use of cocaine can cause kidney damage, heart attacks, seizures, and strokes due to high blood pressure. Death can occur by cardiac arrest or respiratory failure.

Stimulants: Amphetamines and other stimulants include “ecstasy” and “ice” as well as prescription drugs such as Adderall and Ritalin. The physical effects produced are elevated heart and respiratory rates, increased blood pressure, insomnia, and loss of appetite. Sweating, headaches, blurred vision, dizziness, and anxiety may also result from use. High dosage can cause rapid or irregular heartbeat, tremors, loss of motor skills, and even physical collapse. Long-term use of higher doses can produce amphetamine psychosis which includes hallucinations, delusions, and paranoia.

Depressants: Barbiturates and benzodiazepines are two of the most commonly used groups of these drugs. Barbiturates include Phenobarbital, Seconal, and Amytal; benzodiazepines include

Ativan, Dalmane, Librium, Xanax, Valium, Halcion, and Restoril. These drugs are frequently used for medical purposes to relieve anxiety and to induce sleep. Physical and psychological dependence can occur if the drugs are used for longer periods of time at higher doses. Benzodiazepine use can cause slurred speech, disorientation, and lack of coordination. If taken with alcohol, abuse can lead to coma and possible death.

Narcotics: Narcotics include heroin, methadone, morphine, codeine, and opium. After an initial feeling of euphoria, usage causes drowsiness, nausea, and vomiting. Effects of overdose include slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Physical and psychological dependence is high, and severe withdrawal symptoms include watery eyes, runny nose, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating. Use of contaminated syringes may cause AIDS and hepatitis. In addition, narcotics include common painkillers such as OxyContin, Vicodin, Lortab, Norco, Percocet, Percodan, Dolophine, and Methadose. These painkillers have similar addictive, overdose and withdrawal symptoms as traditional narcotics, and when combined with alcohol are particularly dangerous. Alcohol slows breathing and in combination with these drugs the effects could lead to life-threatening respiratory depression.

V. Drug and Alcohol Counseling, Treatment, or Rehabilitation or Re-entry Programs that are Available to Employees and Students

Students: Educational information about alcohol and drugs is available to students through the College's Counseling Center, Student Health Care Center, and Student Life. Theme weeks including programs, awareness activities, and informational materials are sponsored annually. The Counseling Center provides counseling for those students suffering from drug and alcohol related issues. Additionally, students in need of treatment for alcohol and other drug problems will be assisted with referrals through the Counseling Center to self-help support groups, community agencies, and private providers.

Employees: The Santa Fe College Employee Assistance Program (EAP) provides services to all full-time personnel employed at all campuses. EAP services are available at no charge to all full-time college employees, and their immediate family members who live in their household. The College's EAP is an employee benefit designed to provide counseling and referral services to employees and/or their family members. EAP services cover a broad range of issues that include personal, family, health, legal, and specifically drug and/or alcohol counseling. Additional support for treatment and rehabilitation of drug/and or alcohol abuse may be supported through the college-provided health insurance plan. For more about the College's EAP, please see the Human Resources department or visit the Human Resources Benefits website at sfcollege.edu/hr/employee-benefit-information/.