



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Business and Financial Administration Policy Number:** FA.31.020

**Approved By:** Richard Yao  
President

**Effective Date:** 03/24/2025  
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## Policy on Drug-Free Campus and Workplace

### **PURPOSE:**

California State University Channel Islands (CSUCI) recognizes that substance abuse has become an increasingly serious problem affecting all aspects of society, including the workplace and academia. Substance abuse can seriously hamper productivity and efficiency; impair job and academic performance; jeopardize the safety of the abuser, other members of the CSUCI community, and the public; threaten security; and pose serious physical and psychological health risks to the abuser.

### **BACKGROUND:**

Under the Drug-Free Schools and Communities Act Amendment of 1989, California State University Channel Islands (CSUCI) is required to distribute annually its Substance Abuse Policy to faculty, staff and students. This policy prohibits the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs or alcohol on campus premises. An institution of higher education must also certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. CSUCI's program is described in the attached policy. These requirements exist as a condition of receiving funds or any other form of financial assistance under any federal program.

### *Health Risks*

All drugs are toxic or poisonous when abused. Health risks of drug abuse include, but are not limited to sleep disorders, confusion, hallucinations, paranoia, deep depression, malnutrition, liver and kidney damage, cardiac irregularities, hepatitis, and neurological damage.

Alcohol is a depressant. It depresses the central nervous system and can cause serious physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Additionally, chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, cancer of the esophagus, liver, bladder or lungs, memory loss, tremors, malnutrition, vitamin deficiencies and possibly sexual dysfunction. Abuse of alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion and still births.

### *Local, State and Federal Legal Sanctions*

Local, state and federal laws establish severe penalties for violations of drug and alcohol statutes. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that recent



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federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000.

Some examples of local or state laws are:

Unlawful possession of a narcotic drug is punishable by imprisonment in state prison. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited. It is not permissible to provide alcohol to a person under the age of 21. Serving alcohol to an intoxicated person is prohibited. Selling, either directly or indirectly, any alcoholic beverages, except under the authority of a California Alcoholic Beverage Control License, are prohibited. It is a felony to induce another person to take various drugs and "intoxicating agents" with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be a principal in any crime committed. Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for the individual's personal safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.

### **POLICY:**

#### **Accountability:**

*For Staff:* Director of Human Resources, 805-437-8490

*For Faculty:* Director of Faculty Affairs, 805-437-8485

*For Students:* Dean of Students, 805-437-8512

#### **Applicability:**

All students, faculty, staff, volunteers, members of the public, student assistants and vendors contracting with CSUCI including temporary employees and others who perform work for the benefit of CSUCI.

#### **Definitions:**

*Controlled Substances* – Those substances defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. §812, and by regulation at 21 C.F.R. §1308.

*Illegal Substances* – Controlled substances listed in the Controlled Substance Act which are obtained illegally.



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*Legal Substances* – (1) controlled substances that are prescribed or administered by a licensed physician or health-care professional; (2) over-the-counter drugs; and (3) alcoholic beverages.

**Text:**

CSUCI is committed to providing a safe, healthy and productive work and academic environment for all its employees and students. Consistent with its concern for the well-being of its faculty, staff and students, it is the policy of the University to maintain a work and academic environment free from drug and alcohol abuse. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase, offer to purchase and/or unlawful use of controlled substances\* or alcohol on the CSUCI campus or its offsite locations, or as any part of its activities, is prohibited. Controlled substances include, but are not limited to, marijuana, heroin, cocaine, LSD, and amphetamines. In addition, employees are required to remain free from the influence of controlled substances or alcohol while on duty.

As a condition of employment, all employees of CSUCI (this includes faculty, staff and students) are required to comply with this policy. CSUCI employees who violate this policy will be subject to disciplinary action up to and including discharge for cause. For those employees covered by a collective bargaining Agreement (CBA), the terms of the CBA shall be controlling.

An employee who is convicted of a criminal drug statute violation occurring in the workplace must, within five (5) calendar days after the conviction, notify CSUCI of such conviction by informing Human Resources at 805-437-8490. When applicable, Human Resources will notify the appropriate federal or contracting agency within ten (10) days of receiving notice of such conviction from the employee or other verified source.

Persons who are not employees of CSUCI, but who volunteer or perform work at CSUCI for its benefit (such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects at CSUCI, etc.) are required to comply with this policy. Violation of this policy is likely to result in being barred from the workplace even for a first offense.

*Counseling: Employee and Student Assistance Program*

The primary focus of CSUCI's substance abuse prevention program is education and counseling. As part of this program, CSUCI will continue to provide educational workshops for faculty, staff, and students, which will address the medical, health, psychological, social and legal



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ramifications of illicit drug and alcohol use. CSUCI's Employee Assistance Program (offered through Empathia Health at Confidential Phone Number at: 1-800-367-7474) and Counseling and Psychological Services (CAPS) will continue to provide information, evaluation, counseling and referral services to students of CSUCI seeking help with personal, emotional, substance abuse, or chemical dependency problems. To take advantage of these resources, contact the appropriate office listed below:

CSUCI recognizes drug and alcohol dependency as treatable conditions and offers employee and student support programs for individuals with substance dependency problems. Employees are encouraged, but not required, to seek assistance for drug and alcohol related problems through the confidential counseling provided through Empathia Health. Students may seek assistance from CAPS or the Student Health Center. The staff of CAPS and the Student Health Center will assist students with identifying appropriate treatment resources and will refer them to counseling, treatment and/or rehabilitation programs, as appropriate. Information obtained regarding a student or employee during participation in any related program will be treated as confidential.

Students can reach CSUCI's Counseling and Psychological Services at 805-437-2088.

### *Drug and Alcohol Awareness Program*

CSUCI has established and will maintain a drug and alcohol awareness program to educate employees and students about:

1. CSUCI's substance abuse policy;
2. The dangers of drugs and alcohol in a work and academic environment;
3. Employee and Student Assistance Programs; and
4. Disciplinary action that may be imposed on employees for violations of this policy. (In the case of represented employees, the terms of the CBA prevail in matters of discipline).

On an annual basis, CSUCI will distribute to all faculty, staff and students a copy of this policy.

Employees and students are encouraged to read carefully the Substance Abuse Policy. This policy applies to all members of the CSUCI community consistent with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act



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Amendment of 1989. As a member of the CSUCI community, everyone is expected to comply with all aspects of this policy.

If you have any questions regarding the policy or resources available, please feel free to contact the following individuals:

*For Staff:* Director, Human Resources, (805) 437-8490

*For Faculty:* Director of Faculty Affairs, (805) 437-8485

*For Students:* Dean of Students, (805) 437-8512

### *CSUCI Sanctions:*

CSUCI will impose sanctions on individuals and/or organizations that violate this policy. These sanctions will be consistently enforced, and penalties will depend on the severity of the offense. Penalties can include termination from CSUCI and referral for prosecution for the most serious violations of the law and this policy. Disciplinary action may be invoked entirely apart from any civil or criminal penalties that the employee might incur.

### **EXHIBIT(S):**

N/A