



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Finance & Administration**

**Approved By:** Richard R. Rush  
President

**Policy Number:** FA.31.010

**Effective Date:** 3/25/13

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## Policy on Drug-Free Campus & Workplace

### **PURPOSE:**

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



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Some examples of local or state laws are:

Unlawful possession of a narcotic drug is punishable by imprisonment in the 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 his/her own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.

### **POLICY:**

#### **Accountability:**

*For Staff:*

Associate Vice President for Human Resources Programs, (805) 437-8425  
Human Resources Manager, (805) 437-8426

*For Faculty:*

Director of Faculty Affairs, (805) 437-3931

*For Students:*

Dean of Student Life, (805) 437-8516

#### **Applicability:**

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

#### **Definitions:**

##### Controlled substances

Controlled substances are 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.



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### Illegal substances

Illegal substances are controlled substances listed in the Controlled Substance Act which are obtained illegally.

### Legal substances

Legal substances are (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:**

California State University Channel Islands 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 CI 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 the California State University Channel Islands (this includes faculty, staff and students) are required to comply with this policy. CI 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 CI of such conviction by informing Human Resources Programs at (805) 437-8425 or (805) 437-8490.

Persons who are not employees of California State University Channel Islands, but who volunteer or perform work at the CI for its benefit (such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects at CI, 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.



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## **Policy on Drug-Free Campus & Workplace**

### *Counseling:*

#### Employee and Student Assistance Program

The primary focus of the CI's substance abuse prevention program is education and counseling. As part of this program, CI will continue to provide educational workshops for faculty, staff, and students, which will address the medical, health, psychological, social and legal ramifications of illicit drug and alcohol use. CI's Employee Assistance Program (offered through Optum Health at Confidential Phone Number at: 1-800-234-5465) and Student Counseling Programs will continue to provide information, evaluation, counseling and referral services to students of CI seeking help with personal, emotional, substance abuse, or chemical dependency problems. To take advantage of these resources, contact the appropriate office listed below:

CI 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 Optum Health. Students may seek assistance from Personal Counseling Services or the Student Health Center. The staff of Personal Counseling Services and the Student Health Center will assist students with identifying appropriate treatment resources and will refer them to counseling, treatment 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 the CI Student Counseling Center at (805) 437-8510.

#### Drug and Alcohol Awareness Program

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

1. CI'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, CI will distribute to all faculty, staff and students a copy of this policy.



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You are encouraged to read carefully the following Substance Abuse Policy. This policy applies to all members of the CI community consistent with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. As a member of the CI community, you are 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:* Associate Vice President for Human Resources Programs, (805) 437-8425  
Human Resources Manager, (805) 437-8426

*For Faculty:* Associate Vice President for Faculty Affairs, (805) 437-8485

*For Students:* Dean of Student Life, (805) 437-8516

### *CI Sanctions:*

CI 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 CI 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.