

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
POLICY MANUAL**

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| <b>Title:</b><br><b>DRUG AND ALCOHOL-FREE WORKPLACE AND COLLEGE ENVIRONMENT</b>  | <b>Number:</b><br><b>BP 2.14</b>         |
| <b>Legal Authority:</b><br><b>41 U.S.C. Sections 701 et seq.; 20 U.S.C. Sections 1011i et seq.;</b><br><b>Government Code Section 8350 et seq.</b> | <b>Related to</b><br><b>CCLC BP 3550</b> |

A drug and alcohol-free workplace and college environment is essential to District services and operations. Accordingly, the Chancellor shall ensure compliance with the Drug-Free Workplace Act of 1988 (the Act) regarding the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendments of 1989. The Chancellor certifies that the District has a drug and alcohol-free environment by taking the following actions required by these Acts:

1. Certify pursuant to applicable law that the District will provide a drug and alcohol-free workplace;
2. Notify employees and students regarding prohibitions and penalties under applicable law;
3. Notify appropriate agencies regarding workplace violations; and
4. Establish a drug and alcohol-free awareness program for employees and students.

In notifications to employees and students, the Chancellor shall ensure compliance with applicable law in that the following information will also be provided:

1. Information pertaining to standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as part of its activities, such as those listed in District’s Rules of Student Conduct, and in employee handbooks for Classified, Faculty, and Administrators;
2. Information describing the health and other related risks associated with the use of illicit drugs and abuse of alcohol used in excess over time, such as the production of illness, disability, and death. In addition, the health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to substance abuse

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| <b>Approved by Board of Trustees: August 24, 2023</b>               |                    |

include the following:

- a. Repeated use of alcohol which can lead to dependence.
  - b. Regular users of alcohol and other drugs often have erratic lifestyles which interfere with sleep, nutrition, and exercise;
  - c. Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance;
3. Information pertaining to applicable legal sanctions under local, state or federal law could lead to criminal prosecution for violation of said laws. Conviction can lead to imprisonment, fines and/or assigned community service;
  4. Information pertaining to counseling or treatment services available at the Student Health Services Center, which also provides referrals to programs such as the National Institute on Drug Abuse Hotline; the National Council on Alcoholism & Drug Dependencies, as well as the San Francisco Bay Area Alcoholics Anonymous;
  5. Information describing any sanctions that will be imposed on students or employees who violate the District's drug and/or alcohol policies. In order to assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and alcohol, the District will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the District (e.g., Rules of Student Conduct and Student Disciplinary Procedures, staff rules of conduct and disciplinary action as listed in Classified, Faculty and Administrator handbooks, Collective Bargaining Agreements, and where appropriate, local, state, and federal regulations. For students, sanctions may include disciplinary action up to and including suspension or expulsion; for employees, sanctions may include disciplinary action up to and including discharge.