



# Santa Fe College Rules Manual

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**Title:**                    **Drug-Free Workplace**

**Rule 3.36**

General Authority: FS1001.64;  
Law Implemented: FS 1001.64(4),(5); 20 USC §1011i  
(Drug and alcohol abuse prevention);  
41 USC § 8103 (Drug-free workplace  
requirements for Federal grant

Effective Date:        June 20, 2023

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**Purpose:** To state Santa Fe College's commitment to a drug-free workplace.

The College is committed to the belief that substance abuse programs are essential components of a comprehensive plan to deal with substance abuse by students and employees on College premises or engaged in College-related activities. The College recognizes that substance abuse constitutes a serious threat to the health and well-being of its employees and students. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drugs, or alcohol is prohibited in the workplace, either on College property or as part of any College activity.

The College President or designee shall establish procedures or guidelines to implement a drug-free awareness program, which will include the dangers of drug abuse in the workplace, the College's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, employee assistance programs, and penalties that may be imposed for drug abuse violations.

Employees will be informed of this rule upon their employment. As a condition of their employment, employees agree to abide by this rule and accompanying procedure. Employees are required to notify the College of any criminal drug conviction for a violation occurring at the College no later than 5 days after the conviction.

An employee who violates this rule shall be subject to any of the following penalties:

- A. Satisfactory completion of an appropriate rehabilitation program
- B. Reprimand
- C. Suspension
- D. Termination
- E. Referral for prosecution