I. **INTRODUCTION** (Purpose and Intent)

The purpose of this policy is to ensure that all personnel, students and departments understand that the USF System prohibits the unlawful manufacture, distribution, possession or use of alcohol or controlled substances.

II. **STATEMENT OF POLICY**

The unlawful manufacture, distribution, possession or use of alcohol or a controlled substance is prohibited on property of or in connection with any of the activities of the USF System. No employee/student is to report to work/class while under the influence of illegal drugs or alcohol. Any employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct. Violation of this policy by an employee/student will be reason for evaluation/treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination/expulsion in accordance with applicable collective bargaining agreements, policies and procedures, or referral for prosecution consistent with local, state, and federal law.

In order to comply with federal law, the USF System requires that an employee notify the dean, director or supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Division of Sponsored Research must notify any Federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. The USF System will discipline any employee
who is so convicted and/or require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

Procedures can be found online in COMPASS (http://compass.custhelp.com/).

*Current Responsible Office: Administrative Services/Human Resources

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.