

## Drug Free Campus Workshops and Orientation

Aetna Resources for Living Employee Assistance Program provides training workshops for UWF's employees and supervisors. The training workshop outlines the services provided by Aetna Resources for Living and how to access those services.

The supervisors' orientation training workshop provides guidelines to assist supervisors in creating a drug free workplace.

The Federal Government requires that UWF (or any institution which receives more than \$25,000 in Federal funding) provide this training to supervisors and individuals with direct Federal grants. Sign up for sessions through the Human Resources Training Reservation Desk or by calling [850.474.2694](tel:850.474.2694).

## Hotline Numbers

Local: AA Tri-District Office 850.433.4919  
(24 hours)

National: Alcohol 800.521.7128, 800.784.6776  
Referral and Drug Info 800.662.4357

## At Your Service

Housing Office Building 21	<b>850.474.2463</b>
Wellness Services Building 960	<b>850.473.7112</b>
Student Affairs Building 10	<b>850.474.2214</b>
Student Health Center Building 960	<b>850.474.2172</b>
Counseling and Psychological Services Building 960	<b>850.474.2420</b>
University Police Building 94	<b>850.474.2415</b>
Human Resources Building 20E	<b>850.474.2694</b>

Human Resources

**DRUG FREE**

# DRUG FREE CAMPUS



**Human Resources**  
UNIVERSITY of WEST FLORIDA

11000 University Parkway  
Pensacola, FL 32514  
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850.474.2694

*This brochure is published and distributed by Student Affairs and Human Resources in accordance with the requirements of the Drug Free School and Campus Act of 1989.*



## Standards and Conduct

Any individual serving, possessing, using, consuming, distributing or selling alcohol on any UWF campus must abide by all applicable federal, state, local laws and ordinances and University and Board of Governors regulations and policies related to alcohol. The University of West Florida supports responsible consumption of alcohol; discourages high risk activities such as drinking games and provides best practice alcohol awareness educational programs. The University of West Florida prohibits the unlawful sale, possession, use, consumption, distribution or service of alcohol on all of its campuses. UWF/REG-5.017 is available on the UWF Regulations page <http://uwf.edu/offices/board-of-trustees/regulations/>.

## Sanctions

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession and unlawful use of alcohol is harmful, and is prohibited in and on the University of West Florida campus, the University's owned or controlled property, or as part of any of its activities. Any University of West Florida employee determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination and/or referral for prosecution. No employee is to report to work or class, or **any university activity** while under the influence of illegal drugs or alcohol. Violation of these policies by an employee will be reason for: (1) evaluation/treatment for a drug/alcohol use disorder, and/or (2) disciplinary action up to and including termination in accordance with applicable collective bargaining agreements for employees and other policies and procedures; and/or (3) referral for prosecution consistent with local, State, and Federal law.

A violation of this policy will result in disciplinary sanctions, up to and including dismissal. Additionally, a violation of this policy may result in a referral for evaluation and possible treatment for a substance related disorder, or a referral for prosecution consistent with local, state, and federal law. Disciplinary action against an employee by the University does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the University.

## Counseling and Treatment

The use of illegal drugs and abuse of alcohol can lead to serious health problems, effects on one's mental, physical and personality characteristics and death. Substance abuse can adversely affect an employee's job performance and jeopardize the safety of co-workers and the public. Information on specific health risks associated with alcohol and other drugs is available in more detail at the following campus locations:

### COUNSELING & PSYCHOLOGICAL SERVICES

**Counseling & Psychological Services (CAPS)** offers counseling and therapy to help students address ways in which they can more effectively manage, cope and grow with the stress associated with school and life. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to develop in ways that will allow them to take advantage of the educational opportunities at the university. CAPS offers individual therapy, couples therapy, group therapy, biofeedback, and psychoeducational workshops. The department of Psychiatric Services is also housed within the CAPS office. Call 850-474-2420 for appointments. This number can also be accessed for crisis services. Visit the CAPS website in order to learn more about CAPS and to access self-help resources and on-line screenings. The website is [uwf.edu/counseling](http://uwf.edu/counseling).

### WELLNESS SERVICES

**Wellness Services** is active on campus providing health promotion services in the areas of alcohol misuse/abuse prevention, sexual violence prevention, relationship violence prevention, sexual health promotion, stress management, and sleep hygiene promotion. Professional staff and trained UWF Peer Educators provide health education services through presentations, outreach, health marketing campaigns, and events. Wellness can be reached at 850-473-7112 or by visiting [uwf.edu/wellness](http://uwf.edu/wellness).

## STUDENT HEALTH CENTER

**Student Health Services'** role is to advance UWF's mission, vision, and priorities by providing high quality health, education, and prevention services to a diverse student population from a variety of lived experiences. As medical professionals, we educate and motivate students to become full participants in their own health while supporting and promoting academic success and personal development. All students who pay the health fee are eligible for care at Student Health Services (SHS).

Students may contact SHS by calling 850-474-2172 or via email at [healthservices@uwf.edu](mailto:healthservices@uwf.edu). For more information please visit our website at <http://uwf.edu/healthservices>

### AETNA RESOURCES

The University of West Florida has an Employee Assistance Program offered through Human Resources. Employees who are in need of treatment/counseling are referred to local agencies. Payment is the responsibility of the employee and care is coordinated by Human Resources with the individual's health insurance plan. Employees who do not have health insurance are referred to various volunteer groups within the area and are assisted in enrolling in a health plan at the next available enrollment period. Emergency short term services can normally be coordinated at no cost. All assistance/referrals are strictly confidential and do not become a part of the employees personnel file.

Employees may contact Aetna Resources for Living directly at 800-272-7252.



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