

## **Purpose**

The *Staff Handbook*, ratified by the Board of Trustees of the Ringling College of Art and Design, is designed to state the practices and procedures pertaining to staff members and the exercise of their responsibilities. The *Handbook* is therefore intended to provide information to staff members concerning the responsibilities, both individually and collectively, of members of the College's staff; their recruitment, appointment, retention and advancement as professionals; and the rights, benefits and privileges they enjoy both as staff members and as members of the Ringling College of Art and Design community.

The employment relationship between the College and its employees is "at will" which means that employees are completely free to leave the College at any time they choose, and the College has the same right to end the employment relationship.

Nothing in this handbook is to be construed as creating a contract of employment or employment for a definite period of time. No supervisor or member of management, except for the President, has the authority to bind the College to any employment contract for any specified period of time with any employee. Only a written letter of appointment, designated as such, signed by the President and by the employee, will create a valid and binding contract for a specific term.

The contents of this *Staff Handbook* are presented only as guidelines of some of the College's current policies and procedures, and may not contain every policy in effect. Each situation is different and the College reserves the right to exercise its judgment in its relationship with its employees. The College's interpretations ultimately determined by the President shall be final. With the exception of the employment-at-will policy, the College may modify, delete, or add to any policies or provisions of this handbook at any time, with or without notice to employees. Changes in policy and procedures are implemented by directive of the President or his designee.

This document does not apply to student employment, nor does it apply to members of the faculty who are governed by a comparable document.

The policies in this handbook supersede prior policies and previously published staff employment handbooks.