

 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<p><b>Index:</b> 106</p> <p><b>Page:</b> 1 of 1</p> <p><b>Subject:</b> Search of Employee's Personal Property</p> <p><b>Revised:</b> October 24, 2002</p>
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## **Search of Employee's Personal Property**

Employees may be required to submit to a search of their desk, electronic and paper files, work area, locker, car, packages, and other personal items brought onto the College's premises.

The College does not conduct random searches of employee property. The College will conduct a search only if it has a reasonable suspicion that the search will uncover information or evidence of violations of the College's policies regarding workplace conduct including, but not limited to, reporting to work and/or working under the influence of drugs or alcohol; the use of drugs or alcohol on College property; the misuse and/or misappropriation of property belonging to either the College, its employees, or its students; and the possession of weapons (i.e., firearms or knives) on College property. A search of an employee's personal property will take place only in the presence of a representative from Human Resources and/or Public Safety. All searches under this policy will be conducted with the utmost discretion and consideration for the employee involved. Refusal to submit to such searches may result in discipline, up to and including discharge.