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Personnel Files

Official staff personnel files are maintained in the Office of Human Resources. The file contains records that are necessary, appropriate, and relevant for College business.

Ringling College of Art and Design protects the privacy of its employees by restricting personnel data to that needed for business, legal, or contractual purposes, by limiting internal access to personnel data to those with a need to know, and by releasing information from personnel files externally only with the employee's consent, unless required by law, regulation, or pursuant to a subpoena/order of a court or a government administrative agency.

An employee may have access to and include comments about information in his/her own official personnel file. If any employee wishes to see his/her official personnel file, an appointment should be made with the Office of Human Resources. Access to the official personnel file will be made available only in the presence of a Human Resources representative.

Employees should inform the Office of Human Resources of any changes that involve the employee's name, address, home telephone number, number of dependents, beneficiary, or marital status, including divorce or legal separation. Such changes in an employee's personal status may affect benefits and tax status. It is particularly important that emergency contact information be kept current.