

Rule 6A-14.047 is amended to read:

6A-14.047 Personnel Records.

(1) Personnel records shall contain information for efficient personnel administration which shall include, but not be limited, to dates of appointment, periods of employment, contract status, duties performed, records of leave, ~~absences from duty,~~ and evidence of ~~for~~ each factors used to calculate salary, retirement system records, and related documentation as determined by the college. ~~Certifications from previous employers may be included.~~

(2) Records about employee performance shall be released only according to Section 1012.81, Florida Statutes. ~~Records about employee performance shall be released only according to Section 240.337, Florida Statutes.~~

(3) Personnel records and limited access files shall be maintained by custodians designated by the college president.

~~Record of leave shall be determined from college records or:~~

~~—(a) Retirement system records.~~

~~—(b) An authentic document, contemporary with the time of leave, showing the leave was authorized and granted.~~

~~—(c) Affidavits from the president and two other college employees in positions of authority and responsibility enabling them to certify that leave was authorized and granted. Such affidavits shall be considered only when no other proof is available, shall be used only to establish that leave was~~

~~authorized and granted, and shall not be employed to grant leave retroactively.~~

~~(4) Personnel records shall be kept in locked containers certified against damage from fire for at least one hour. The president or designee shall have sole custody of the keys.~~

Specific Authority: 1001.02(1), 1001.02(9), 1012.81, 229.053(1)

~~240.325 240.337~~ FS. Law Implemented: 1012.855, 1012.81

~~240.335 240.337~~ F.S. History - Formerly 6A-8.751,

Repromulgated 12-19-74, Amended 6-27-78, 12-19-84, Formerly 6A-

14.47, Amended