

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.15 PERSONNEL RECORDS

(O.A.C. 123:1-1-02)

A. General

Personnel files will be kept on all employees, general volunteers and contractors who come in direct contact with individuals. Administrative staff will be responsible for and have access to all personnel files. Review of personnel files by non-administrative staff will require permission from the staff member unless the request is made under Section 149.43 of the Revised Code (Availability of Public Records), or in the course of an investigation into alleged misconduct or a major unusual incident. In the latter case, the Personnel Office staff will follow the applicable section of OAC, currently 5123: 2-17-02 (O).

B. Content of Personnel Records

Personnel Records shall include the following when applicable, but not be limited to:

1. Name, current address, working telephone number or other contact information, and the name and address of a person to notify in case of an emergency. Addresses, phone numbers and Social Security Numbers will be kept confidential and will not be released part of a public records request.
2. Position title as established by the Board and a position description. A written copy of this information shall be given to each employee upon hire and whenever a modification is made.
3. Leave usage records. A sick leave statement signed by a medical practitioner attached to the use request form is confidential information and not subject to review under Section 149.43 of the Revised Code and shall be maintained in a file separate from leave requests.
4. Evidence of required pre-employment, education and experience and background checks
5. A copy of the employee's initial employment application and all references related to same, including successful and unsuccessful attempts at requests for references and copies of reference information received.
6. Record of permanent or temporary professional credentials. Each employee is responsible for updating all his/her credential documentation kept in the personnel files.
7. Records of all required initial and annual training received

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

8. Copies of all Payroll Status Forms and Disciplinary Actions
 9. Performance evaluations, signed by the staff member, indicating his/her awareness of, or concurrence with, the evaluation.
 10. Records of Workers Compensation claims incurred during tenure of employment. These and any physician's or medical statement is confidential and not subject to review under Section 149.43 of the Revised Code and shall be maintained in a separate file.
 11. Payroll information, records of additions or deductions paid, work time schedules, tax withholding records, insurance enrollment records and retirement system enrollment records. Related banking, beneficiary, and family members' information will be kept confidential.
 12. Form I-9 Eligibility for Employment form including current identification documents.
 13. Letters of commendation
 14. Any other appropriate materials as determined by the Board or Superintendent, rule or law.
- C. Anonymous letters or materials shall not be placed in a staff member's file nor shall they be made a matter of record.
- D. All materials placed in the staff member's personnel file after initial employment shall be available for his/her review at reasonable times. The Board strongly recommends that each staff member review his/her personnel file periodically. An employee may arrange a time with the Director of Finance/Human Resources or his/her designee to review his/her personnel file during regular business hours. An employee may not remove the personnel file from the office or remove items from the file, but may request a copy of any items within the file.
- E. One copy of an item from his or her file, such as an evaluation form or disciplinary action, may be given to the employee at no cost. The employee may obtain additional copies of any such item for five cents (\$0.05) per copy for the first request, and in accordance with the public records policy for subsequent requests. Staff will be charged for multiple copies requested at any one time and will be required to sign a receipt.
- F. Separate files shall be maintained on employees containing wage and salary information which can be made available for public review.

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

G. Personnel files, except medical records and other documents and information designated as exempt, are public documents and subject to inspection by the public. When a member of the public requests an opportunity to examine a staff member's personnel file, the Superintendent or his/her designee will arrange an appointment for the requester to review the file in the Superintendent's or his/her designee's presence. The staff member will be notified of the request. Members of the public requesting copies of Board documents or files will be charged a cost in accordance with the public records policy of the Board.

H. Derogatory Material

Each staff member shall have the opportunity to read and respond to any material deemed derogatory before it is placed in his/her personnel as described in the employee evaluation program policy and any procedures pertinent to it.

Records relating to disciplinary actions will be retained in accordance with OAC 123:1-46-07, and as amended.

I. Medical Records

1. Staff member medical records are maintained in a file separate from his/her personnel file.

2. Medical records are confidential and may be released only in the following circumstances:

- a. Supervisors may be informed of restrictions and accommodations that are a part of an agreed upon plan of reasonable accommodation.
- b. First aid and safety personnel may be informed if an employee may require emergency treatment.
- c. Government officials investigating compliance with the law may be provided with relevant information.

J. Personnel records will be retained permanently, except for material that may be removed in accordance to the Board's records retention schedule. The records may be stored electronically. (OAC 123:1-1-02 Records of the Director, and as amended)