

Section 8.14 PERSONNEL FILES

- A. The Board shall maintain official personnel files for all employees. Such files may include, but are not limited to:
1. Individual employment records;
 2. Payroll information;
 3. Work schedules
 4. Performance evaluations;
 5. Application forms;
 6. Records pertaining to hiring, promotion, demotion, transfer, layoff, discipline, termination, etc.
 7. Documentation of continuing education
 8. Documentation of confidentiality training
 9. Documentation of HIPAA training
 10. Ethics Law acknowledgement
- B. Information determined by law to be confidential may not be used or divulged for purposes not connected with the Board's management system, except with the written consent of the affected employee.

Examples of confidential records include:

1. Medical records;
 2. Records pertaining to adoption, probation and parole proceedings;
 3. Trial preparation records;
 4. Confidential law enforcement investigatory records; and
 5. Other records that may be confidential under a specific section of law.
- C. An employee has the right of reasonable inspection of his/her official personnel file. The employee should notify the Chief Executive Officer that he/she wishes to review their personnel file and schedule a time to conduct the review. The employee is to review the file in the presence of the Chief Executive Officer or designee. All records in personnel files which are governed by law as not accessible to the public (adoption records, parole records, etc.) will be removed prior to public inspection. The employee shall be permitted to review his/her file and copy any reviewable document in the file and to attach letters of explanation to documents where the employee feels such explanation is necessary. The Board need not permit the inclusion of explanations, which are defamatory or scurrilous attacks upon any employee, any supervisor, or the Board. The employee and his/her supervisor may request for additional items to be included in the employee's personnel file related to job performance or recognitions.
- D. An Employee must advise his/her immediate supervisor within three (3) days in writing of any change in:
1. Name
 2. Address
 3. Marital status
 4. Telephone number
 5. Number of exemptions for tax purposes
 6. Citizenship
 7. Selective service classification

8. Association with any government military service organization

Failure to report within the allotted time frame may be cause for disciplinary action.

- E. Each employee shall submit copies of attendance documentation of continuing education to their supervisor for review. The supervisor shall then forward this for inclusion in the Personnel file.
- F. Each employee, following appointment, shall furnish his/her correct and legal birth date. If a birth date is to be corrected, for any reason other than clerical error, such change must be submitted by the employee with authorized affidavits. Any deliberate falsification of birth date shall be subject to appropriate disciplinary action. Submission of an incorrect birth date may also jeopardize certain retirement benefits.

G. Human Resources Record Retention Schedule

- Employee Discipline Files – 5 years
- Employee Grievances – 5 years
- Employee Arbitrations – 5 years
- Law Suits – 5 years after case is closed and appeals exhausted
- Employee Personnel Files - Permanent
 - Application
 - Hire Letter
 - Personnel Actions
 - W4-Federal withholding and Ohio withholding
 - Position Descriptions
 - Classifications Specification
 - Reclassification documentation
 - Promotion documentation
 - OPERS History form
 - Record of Alcohol & Drug testing ordered by employer
- I-9 Employment Eligibility – 3 years after date of hire or 1 year from date of separation
- Employee lay-off files – 7 years
- Job postings – 2 years
- Job Applications and Resumes for Posted Positions – 2 years