

**3358:11-5-05 Personnel file policy.**

- (A) Purpose. In accordance with section 149.43 of the Revised Code, commonly known as the Ohio public records act, a personnel file is a public record and is subject to section 149.43 of the Revised Code. It is the policy of Owens community college to comply with all federal and state laws regarding access to and content of information within employee personnel files. Some documents containing specific employee information that are maintained by the college are not public records such as medical records, intellectual property records and any other record made confidential by federal or state law or are not considered to be a public record.
- (B) Implementation. The vice president of human resources will implement procedures and forms with respect to access to, content of or other consideration of personnel files, which are consistent with the provisions of this policy.

Effective date: 11/22/2009

Patricia M. Jezak  
Certification

11-10-09  
Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
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