

OWENS COMMUNITY COLLEGE
INTERNAL OPERATING PROCEDURES

Personnel file

Board Policy No.: 3358:11-5-05

PROCEDURES AND GUIDELINES:

In accordance with section 149.43 of the Revised Code, commonly known as the Ohio Public Records Act, personnel files are public records and are subject to section 149.43 of the Revised Code.

Some documents, which may contain specific employee information, maintained by the college are not public records, including 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.

(A) Contents of personnel files.

- (1) A personnel file is maintained in the human resources office. An employee must report changes of home address and telephone number to the human resources office immediately in order for the College to maintain current personnel and payroll records.
- (2) Only job-related information will be contained in the personnel file. Contents of each personnel file should include (if applicable):
 - (a) Employment applications or other hiring-related comments
 - (b) Official academic transcripts
 - (c) Position descriptions
 - (d) Documents pertaining to compensation
 - (e) Employment contract(s)
 - (f) Performance evaluations
 - (g) Other employment-related actions (e.g., promotions, training, corrective and disciplinary actions) and other job-related information.
- (3) Records contained in human resources and payroll systems are considered part of the personnel file.

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(B) Access to personnel files.

- (1) Every employee is permitted to gain access to the records maintained by the college's human resources office, which contain personal data regarding that employee. It must be made clear, however, that these records may be reviewed only in the presence of the vice president, human resources (or his/her designee).
- (2) The employee may not, of his/her own discretion, mark up, change or in any way correct the data contained in the file. In order to make corrections to a personnel file, the employee must submit a formal request in writing to the vice president, human resources. If the request is granted, then the vice president, human resources will make the changes while the employee is present.
- (3) If the request for a correction is turned down, the employee can then request that his/her statement of disagreement with the personnel file be placed within the file.

These procedures were developed and implemented by the Vice President, Human Resources.

Any changes to the procedures must be submitted to the Board Secretary for President's Cabinet review.

These procedures conform to the policy as approved by the Board of Trustees on November 10, 2009, and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of November 22, 2009.

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