

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 3.29

### PERSONNEL RECORDS

Access, duplication, dissemination and destruction of personnel records procedures will comply with the Ohio Department of Developmental Disabilities Rule 5123:2-1-02 and the Public Records Act, O.R.C. §149.43.

Procedures that address access, duplication, dissemination and destruction of personnel records will be maintained by the Superintendent. All staff having any responsibility for maintaining personnel information will be informed of these procedures:

Personnel records shall include, but not be limited to:

1. Name, permanent and current address, phone number.
2. Emergency notification information including name, address, home and work phone number.
3. Job description, civil service classification (if applicable).
4. Record of permanent or temporary certification, registration or license, as applicable.
5. Records of sick leave and vacation.
6. Record of physical examination, current within one year of the date of initial employment. (All medical records, including records of physical examinations, must be maintained in a confidential, separate file)
7. Bus driver annual physical examination form, as applicable. (Must be maintained in a confidential, separate file)
8. Records of in-service training.
9. Personnel action forms.
10. Annual performance evaluations signed by the immediate supervisor, other appropriate personnel, and the employee indicating the employee's awareness of the evaluation.
11. Payroll information.
12. Retention records requirements.
13. Application forms.

An employee shall have a right of reasonable inspection of his or her official file. All personnel files are permanently retained by the Board. An employee who wishes to review his or her personnel file may do so by contacting the Superintendent's office.

Employees must advise the Superintendent's office of any change in: name, address, marital status, telephone number, number of withholding allowances claimed for tax purposes, citizenship or emergency contact.

In order to perform daily business transactions for the Board, the following positions shall have access to the personnel files: Superintendent, Assistant Superintendent, Directors, Facility Managers, Department Supervisors and confidential clerical staff.

Prior to destruction of records, the employee shall be notified in writing and given forty-five (45) days to request copies. Notification shall be made to the last known employee address.

The Superintendent and/or his/her designees shall be responsible for the administration of this policy and the safekeeping of records and securing them against loss or use by unauthorized persons.

Medical records shall be maintained separately and in accordance with Trumbull County Board of DD policy.

Adopted: 1/26/98  
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