


<p><b>Name of Policy:</b> <a href="#">Personnel records.</a></p> <p><b>Policy Number:</b> 3364-25-04</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Vice President for Human Resources and Campus Safety</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Original Effective Date:</b> July 28, 2008</p>								
<table> <tr> <td><input type="checkbox"/></td> <td>New policy proposal</td> <td><input type="checkbox"/></td> <td>Minor/technical revision of existing policy</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Major revision of existing policy</td> <td><input type="checkbox"/></td> <td>Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy	<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy
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(A) Policy statement

The human resources office is responsible for maintaining the official personnel records for each staff employee. Personnel records for faculty are maintained in the office of faculty affairs (health science campus) or office of the provost (main campus).

(B) Purpose of policy

To ensure that university personnel records are accurate, relevant, and safe from improper disclosure.

(C) Personnel records contents

The personnel records include, but are not limited to, current and background information sufficient to justify initial and continued employment and current reports of work performance evaluation.

(D) Personnel records maintenance

The human resources office is responsible for obtaining initial records or required licensure or certification for new employees. After hire, the employee's department management is responsible for obtaining records of licensure/certification renewals. Copies may be sent to human resources for placement in the employee's personnel file or maintained in the employee's departmental file.

The employee is responsible for providing accurate information for payroll records and tax purposes, proper beneficiaries for life insurance, and other changes in personal information. It is the responsibility of all staff employees and faculty members to advise the human resources office of any changes in personal information. Forms for initiating record changes may be obtained from the office of human resources (e.g., name, marital status, address, tax withholding exemptions, emergency contact). All employees must

keep on file in the human resources office their current mailing address and telephone number.

Employee health records are maintained by employee health services on the health science campus. These records include records relating to the employee's health status at the time of employment and any encounters occurring thereafter. On the main campus, health records are maintained in a separate file.

If there is a change in family status affecting insurance, the employee must report to the office of human resources to complete the proper forms within two weeks of the change in family status.

(E) Procedures

(1) Access to personnel files

Employees while on non-work time or with the permission of their supervisor may request access to their personnel file in the human resources office during normal business hours.

An employee's representative or the public may review the personnel file if the representative or the public signs an inspection of personal information form.

The employee(s) and/or the authorized representative may review the personnel file prior to disciplinary hearings or in the processing of grievances related to such information.

Internal access to personnel files is limited to supervisory personnel who are considering the employee for promotion, transfer, accommodations, or other personnel action, and to other officials who have a legitimate need to know. All other internal requests will be treated as requests for public records.

Records maintained in a personnel file are generally considered public records under Ohio law. However, some documents contained in personnel files or otherwise maintained by the university are not public, including but not limited to, medical records, intellectual property records, certain investigatory files and any other record made confidential by law or not considered a public record.

(2) Requesting copy of personnel file

In accordance with and to the extent permitted by the Ohio Public Records Act, the university will provide copies of material on file to the employee or the employee's authorized representative upon payment of a reasonable fee established in accordance with the university's policy on availability of public records.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs President</p> <p><u>August 12, 2008</u> Date</p> <p>Review/Revision completed by: <i>Human Resources</i></p>	<p>Policies Superseded by This Policy:</p> <p><i>05-012 Access to Personnel Files (former Health Science Campus Policy, previous effective date 7/01/03)</i></p> <p><i>05-014 Personnel Records Maintenance (former Health Science Campus Policy, previous effective date 7/01/03)</i></p> <p><i>05-080 Employee mailing address and phone number (former Health Science Campus Policy, previous effective date 7/1/03)</i></p> <p><i>V-7-9 Employee Recordkeeping (former Main Campus Policy, previous effective date 2/10/99)</i></p> <p>Initial effective date: July 28, 2008 Review/Revision Date: Next review date: July 28, 2011</p>
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