


<p>Name of Policy: Personnel records</p> <p>Policy Number: 3364-25-04</p> <p>Approving Officer: President</p> <p>Responsible Agent: Associate Vice President and Chief Human Resources Officer</p> <p>Scope: The University of Toledo – All Campuses</p>	 <p>Revision date: September 18, 2019</p> <p>Original effective date: July 28, 2008</p>								
<table> <tr> <td><input type="checkbox"/></td> <td>New policy proposal</td> <td><input checked="" type="checkbox"/></td> <td>Minor/technical revision of existing policy</td> </tr> <tr> <td><input 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 checked="" type="checkbox"/>	Minor/technical revision of existing policy	<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy
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(A) Policy statement

The Human Resources department (HR) is responsible for maintaining the official employment record for each staff employee. Employment 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 employment records are accurate, relevant, and safe from improper disclosure.

(C) Employment records contents

The employment record includes, but is not limited to, current and background information sufficient to justify initial and continued employment and current reports of work performance evaluation.

(D) Employment records maintenance

HR is responsible for obtaining initial records including required licensure, certification or registration for new employees. After hire, the employee's department management is responsible for verification of licensure/certification/registration renewals. Verifications are 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 HR of any changes in personal information. Employees are able to maintain records data including their current mailing address and telephone number through the university's self-service system.

Occupational health records are maintained in a separate file. These records include records relating to the employee's health/immunization status at the time of hire and any encounters occurring thereafter.

If there is a change in family status affecting insurance, the employee must report the change to the HR benefits office within thirty (30) days of the event; ensuring the correct enrollment/change form(s) have been completed.

(E) Procedures

(1) Access to employment records

Employees, while on non-work time or with the permission of their supervisor, may request access to their employment record during normal business hours.

An employee's representative or the public may review the employment record if the representative or the public signs an inspection of employee information form.

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

Internal access to employment records are limited to supervisory employees 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.

Documents maintained in an employment record are generally considered public records under Ohio law. However, some documents contained in an employment record 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 employment record

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/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>September 18, 2019</u> Date</p> <p>Review/Revision completed by: <i>Associate VP and Chief HR Officer, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <p><i>Previous 3364-25-04, effective date October 13, 2016</i></p> <p>Initial effective date: July 28, 2008</p> <p>Review/Revision Date: September 13, 2013, October 13, 2016, September 18, 2019</p> <p>Next review date: September 19, 2022</p>
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