


<p>Name of Policy: Personnel records.</p> <p>Policy Number: 3364-25-04</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President and Chief HR Officer</p> <p>Scope: The University of Toledo – All Campuses</p>	 <p>Review date: October 13, 2016 Original effective date: July 28, 2008</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The human resources and talent development (HRTD) office is responsible for maintaining the official employment records for each staff employee. Employee 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 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) Employment records maintenance

The human resources and talent development (HRTD) 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 HRTD for placement in the employee’s employment 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. Employees are able to maintain records data including their current mailing address and telephone number through the university's self-service system.

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

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

(E) Procedures

(1) Access to employment files

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

An employee's representative or the public may review the employment file 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 file prior to disciplinary hearings or in the processing of grievances related to such information.

Internal access to employment files 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.

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

employment file 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 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/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>October 13, 2016</u> Date</p> <p>Review/Revision completed by: Senior Leadership Team Vice President and Chief HR Officer</p>	<p>Policies Superseded by This Policy:</p> <p><i>Previous 3364-25-05, effective date September 13, 2013</i></p> <p>Initial effective date: July 28, 2008 Review/Revision Date: September 13, 2013; October 13, 2016 Next review date: October 13, 2019</p>
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