

PERSONNEL RECORDS

SOURCE: OHIO REVISED CODE 149.43, OCSEA/AFSCME BARGAINING UNIT AGREEMENT, & OHIO EPA ADMINISTRATION

CONTACT: OFFICE OF EMPLOYEE SERVICES

Personnel Records Policy:

1. Copies of materials relating to employment shall be maintained in employee's personnel files in a manner consistent with the Ohio Revised Code and/or any applicable Collective Bargaining Agreement.
2. Employees and/or their authorized Union representative have the right to review the contents of their personnel files.
3. Others may request to view a personnel file in accordance with the Ohio Public Records Act. To ensure all confidential information is removed before any file review, the Office of Employee Services requires no less than a 24-hour notice for any personnel file review. Files will be made available within a reasonable amount of time.
4. A copy of any material to be placed in employee's personnel file that may lead to disciplinary action or may negatively affect their job security or advancement will be provided to the employee.
5. All records relating to oral and/or written reprimands will be removed from employee's personnel files 12 months after the date of the reprimand if there has been no other discipline imposed during the preceding 12 months. Records of other disciplinary action will be removed from employee's files if there has been no other discipline during the past 24 months.
6. Except for an employee's request for his/her personnel file, requests for copies of items in a personnel file totaling fewer than 250 pages shall be provided in a reasonable period of time at no cost to the requesting party. Requests in excess of 250 pages shall be honored at a cost of \$.05 per page (including pages 1 - 250).