

DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Personnel Records	1/1/97		1	2

1.0 Purpose

Employee data must be kept by an employer to meet the state and federal employment requirements. Personnel records should contain information pertaining to an individual who is employed or formerly employed by Delaware County. Personnel records are setup for the purpose of the employer (most cases the supervisor) to document every event of an employee's work experience with Delaware County. Personnel records are to be kept within each department. State and federal guidelines identify that some of the information is confidential and personal and should be kept secure at all times. Listed below are examples of information and forms that can be found in a personnel record.

2.0 Scope

To all departments under the direction of the Board of County Commissioners.

3.0 Distribution

To all departments under the direction of the Board of County Commissioners.

4.0 Definitions

5.0 Policy

The following documents should be kept in the employee file:

- Job Description
- Employment Application
- Letter/Notes of Reference Checks
- Letter of Acceptance/Letter of Appointment
- Orientation Check-off Lists
- Required Employment Forms
- Employee Action Forms
- Performance Evaluations
- Requests for Vacation time/Sick leave and other types of Leaves of Absence
- Disciplinary Action Reports
- Personal/Professional Certificates of Training or Achievement
- Notification In Case of Emergency

Any documentation of the personnel records containing Social Security Numbers are no longer considered public records under ORC 149.43. To avoid the release of social security numbers, it is recommended that an appropriate staff member be assigned to review all requested records prior to release. Social security numbers should be concealed and the affected documents photocopied before releasing as public records.

Personnel records should be kept current at all times. It is the responsibility of the employee to inform the supervisor of any changes affecting their employment. Personnel records should be kept in a secure location and confidential manner preventing anyone from improperly accessing the personnel record.

Files of an employee who has resigned and/or been terminated should be "closed out" and sent to the Personnel Department no later than 30 days after the last day of employment. The closed personnel record will be stored accordingly to meet the guidelines set forth by the Records Center.