



Ohio Administrative Code Rule 3357:12-3-20 Personnel records.

Effective: March 18, 2015

(A) Personnel records are governed by the Public Records Act in section 149.43 of the Revised Code. All employees will have access to their own personnel files for review when they request it. The college will not maintain records of the race, religion, sex, or national origin of employees except as required by a federal or state court or agency or federal or state law or regulation concerning programs designed to eliminate discrimination. An employee has the right to correct, ask for a deletion, or write a statement of disagreement with any item in the file in the presence of a human resources representative. He or she, however, may not remove any item from the file.

(B) The college maintains a separate medical insurance records file for each employee. The college will provide employees copies of their medical insurance records upon request unless a physician has certified that doing so will cause serious medical harm to the employee; in which case copies of records will be released to a physician designated by the employee. Medical records may also be released to the state workers compensation office and medical insurance companies in accordance with state law. Individuals tested for the HIV virus and results of such tests or information identifying individuals diagnosed as having AIDS or AIDS-related conditions will not be released except in accordance with sections 3701.243 and 3701.248 of the Revised Code to the extent the Revised Code is consistent with the Americans with Disabilities Act.

(C) It is important that your personnel file is accurate and up to date. Please notify the human resources department of any changes in the following:

Name or Address
Marital status
Telephone number
Person(s) to notify in case of an emergency
Dependents
Medical plan coverage
Beneficiaries



Courses and degrees completed
Tax information
STRS/SERS/ARP information
Annuity information

(D) All requests for information about a current, retired, or terminated employee must be referred to the human resources department. The human resources director may disclose to prospective employers, dates of employment, final title or position and job location, and final salary without authorization from the employee. The college may, but does not have to, release additional information at the employees request. Employees requesting further disclosure of employment information must sign a release form. This holds true other than for a request pursuant to section 149.43 of the Revised Code.

(E) Information will also be given to duly authorized requests from law enforcement agencies, including investigations, summonses, subpoenas, and judicial orders. The college need not inform an employee that personal information has been disclosed to law enforcement agencies if it concerns an investigation into the employees on-the-job conduct, especially when the employees actions endanger other employees or college security and property.

(F) The college will retain its duties and privileges as an employer consistent with good business practices. This includes the collection, retention, use, disclosure, and confidentiality of employee information.

(G) A copy of the "Zane State College Employment Contract and Administrative and Professional and Faculty Addendum" are available on the colleges network via the common drive.

(H) The human resources department also issues the employee parking decals, identification cards, and employee handbook upon hire.