



## Ohio Administrative Code Rule 3357:15-14-03 contracts and records.

Effective: [March 27, 2015](#)

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The college uses an employment contract for each salaried employee in the administrative and professional, instructional, and technical/paraprofessional categories. Additionally, the college recognizes the expectations of employees that information about them stored in personnel and payroll files is accurate and relevant. Federal and state laws require that certain information be gathered and maintained in personnel and payroll files. Many of these records are available to the public upon request (section 149.43 of the Revised Code).

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