

3356-7-39 Employee files.

- (A) Policy statement. The university shall establish and maintain such employee files as necessary in accordance with state and federal laws and applicable collective bargaining agreements. The office of human resources is the sole repository of the official employee personnel files and, as such, maintains a file for each full-time member of the faculty and full-time and part-time members of the professional/administrative and classified civil service staffs. The chief human resources officer serves as the custodian of these official files.
- (B) Procedures.
- (1) Employees may examine their own file by appointment during regular business hours.
 - (2) Employees may place into their file a written statement commenting on or disagreeing with any document contained in the file.
 - (3) Employees will receive a copy of each document placed in their file by others at the time it is placed in the file.
 - (4) The office of human resources maintains a log of all ~~persons~~ non-university employees accessing these files. This office will notify employees and the appropriate bargaining unit when a non-university employee has accessed their file.
 - (5) Periodically, the president, or designee, shall identify a person or persons to conduct an unannounced spot check of the official employee personnel files and provide a written report of the findings.
 - (6) Information contained in these files will be used in a manner appropriate to the normal operation of the university and may be reported to the appropriate state or federal agency as required by law.
 - (7) Employee files are subject to Ohio's public records law.

- (8) All files maintained are periodically examined for the purpose of purging the files of material no longer appropriate for retention.

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Certification

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Date

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