

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: April 27, 2020

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: PERSONNEL RECORDS

II. PURPOSE:

To direct the retention and disclosure of personnel records in compliance with applicable law and regulation.

III. REFERENCE:

45 CFR 160 and 164 Health Insurance Portability and Accountability Act

Ohio Revised Code §§ 149.38, 149.43

Board Policy A-26, Agency Records Control

IV. POLICY:

An official personnel file shall be securely maintained in the Human Resources Department for all employees of the Lake County Board of DD/Deepwood. The information in an employee's personnel file will include, but not be limited to, the following:

- A. Name.
- B. Permanent and current address and phone number.
- C. Employment application.
- D. Most recent job description.
- E. Management contracts, employment agreements, & Form A's (including Temp Assignments)
- F. Performance Evaluations.
- G. Letters of commendation from the Superintendent or as approved by the Superintendent.
- H. Records pertaining to hiring, promotion, demotion, transfer, layoffs disciplinary action, termination and other administrative actions.
- I. Most recent tax withholding forms.
- J. Payroll information
- K. Routine correspondence directed to the employee
- L. Other documents as designated by the Agency

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An official confidential medical file shall be securely maintained in the Human Resources Department for all employees of the Lake County Board of DD/Deepwood. The information in an employee's medical file will include, but not be limited to the following:

- A. Name of person to notify in case of emergency.
- B. Record of a physical examination, completed upon initial employment which certifies that the employee is able to perform the essential functions of the job.
- C. Medical, Dental, Vision and Life Insurance information.
- D. Applicable Form B's detailing medical information and FMLA paperwork.
- E. List of all disclosure of medical information including type of information disclosed, date of disclosure, name of recipient and purpose of disclosure.

An official Staff Development file shall be securely maintained in the Human Resources Department for all employees of the Lake County Board of DD/Deepwood. The information in an employee's Staff Development file and/or database will include, but not be limited to the following:

- A. Original or certified college transcript or educational record.
- B. Record(s) of certification and/or license, as applicable.
- C. Most recently signed Acknowledgment of Consumer Confidentiality.
- D. Most recent signed Acknowledgment of Consumer Bill of Rights.
- E. Signed Abuser Registry Annual Notice
- F. Records of mandatory orientation, in-service and other training.

Each item in the file shall be appropriately dated.

Employees shall advise the Human Resource Department of any change in: mailing address, marital status, telephone number, or tax exemptions on the appropriate forms.

Official personnel records shall be maintained in accordance with the Ohio Revised Code and Board policy. An employee shall have access to any information contained in his/her personnel file except that information given to the Board on the basis of non-disclosure. Any employee shall be entitled to one copy of such information and may attach a reply to any document.

The Human Resources Department shall keep an access log with the name and date of each person reviewing a personnel file who is not an H.R. employee conducting regular business within their job description. Personnel files may not be reviewed by any person unless an employee of the Human Resources Department is present. Human Resources Department employees will make any copies requested. No personnel file may be taken from the Human Resources office except at the direction of the Human Resources Director or Superintendent.

Documents containing information which is designated by law as confidential, including background checks and the medical file, will be maintained in a file separate from that

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which contains non-confidential information. In addition to documents considered confidential pursuant to law, the Board considers records pertaining to disciplinary matters, internal investigation, workers compensation and FMLA documents to be private by agency rule. Appropriate release of these documents includes but is not limited to internal administrative access, release to the employee or to another pursuant to disclosure required by law. Employees may be subject to discipline for inappropriate release of such documents.

Internal administrative access to confidential personnel information will be restricted to authorized Agency management personnel and H.R. staff exclusively for purposes connected with the administration or operation of the Lake County Board of DD/Deepwood. All other access to personnel information will be permitted only to the extent required by law.

Written and dated consent from the employee shall be required prior to the release of confidential information to persons not otherwise authorized to receive such information.

The Board has the right to verify information (e.g., employment status, phone number address, education or training taken and job title) without notifying the individual involved. The Board will also cooperate as appropriate with law enforcement investigators, public safety, or medical officials as required by law in the release of information including but not limited to public records requests or subpoenas.

Records shall be maintained during the course of employment at the Lake Co. Bd. of DD/Deepwood, and thereafter in accordance with Board Policy A-26 and the Board's Records Management Manual.

The Superintendent and Human Resources Director are designated as the Custodians of Personnel Records and shall be responsible for the administration of this policy and the maintenance and retention of Personnel Records and secure them against loss or use by unauthorized persons.

V. DISTRIBUTION:

Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

VI. REVIEWED:

4/20, 4/18, 4/16, 4/15, 4/14, 3/13, 3/11, 4/09, 4/07, 4/05, 04/03, 09/02, 11/99, 11/96, 8/90