



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Conditions of Employment
Section Number: 3.2
Section Name: Employment Records
Last Revised:

A. PERSONNEL FILES

1. The Director will maintain official personnel files on all Library employees. Such files shall include, but are not limited to: individual employment data; payroll information; work time schedules; records of deductions paid; application forms; records pertaining to hiring, promotion, demotion, transfer, layoff, termination. Personnel records, except for social security numbers, medical information, and other information specifically excluded under State and Federal law, are subject to public disclosure under Section 149.43 of the Revised Code.
2. An employee may arrange with the Director and/or designee to inspect his/her personnel file. The employee may not remove the personnel file from the office, but may request a copy of any items within the file.
3. Personnel records will be retained permanently. After an employee leaves employment, the records may be stored in microform.
4. Each employee is required to advise the Business Manager of any change in name, address, marital status, telephone number, number of exemptions claimed for tax purposes, change in the status of dependents covered by a family health insurance policy, citizenship, selective service classification, or association with any government military service organization.
5. All requests for information about present or former employees will be referred to the Director. No employee other than the Director or his/her designee is authorized to release any information regarding current or former employees. Employee records once placed in personnel files become the property of the office. When a member of the public requests an opportunity to examine a current employee's personnel file, the Director or his/her designee will arrange an appointment for the individual to review the file in the Director's or his/her designee's presence. The employee will be notified of the request and will have the opportunity to attend the meeting. The individual will be required to pay the established rate for each copy requested.

B. MEDICAL RECORDS MAINTENANCE

1. Employee medical records must be maintained in separate medical files.
2. Medical records are confidential and may be released only in the following circumstances:

- a. Supervisors and Department Heads may be informed of restrictions and accommodations that are a part of an agreed-upon plan of reasonable accommodation.
- b. Government officials investigating compliance may be provided with relevant information upon request.
- c. Pursuant to court order and/or authorization by the subject employee.