

Stark County Board of Developmental Disabilities

Policy 4.37 Personnel Records	Effective: 9/22/15
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PERSONNEL RECORDS

POLICY

The Department of Developmental Disabilities requires that personnel records be kept up to date and on file for reference and appraisal purposes at all times.

It is the employee's responsibility to contact, in person, the Human Resources Department as soon as possible when personal information changes. An employee who participates in the benefit programs of the Board must provide notice of a divorce or legal separation, marriage, a child's loss of dependent status, a spouse's death, or a notice of disability determination.

Personnel Records in the personnel file may include, but are not limited to the following:

1. Name, permanent and current address, phone number, marital status and family dependents, and person to notify in case of emergency
2. Application forms, resumes, three references
3. Payroll and benefit information
4. Job descriptions
5. Progressive disciplinary documents
6. Record of permanent or temporary certification, license, or registration as applicable
7. Records of in-service training
8. Personnel status change forms
9. Annual performance evaluations signed by the immediate supervisor, the superintendent, or his/her designee, and the employee

Personnel Records shall also be considered Public Records as currently defined by federal and state regulations and as such shall be made available to the public for inspection to any person at all reasonable times during regular business hours. Upon request, copies shall be made at cost. The Superintendent shall see that procedures are in place to accommodate accessibility of records.

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Director of Human Resources Superintendent
5/12/05	5-49-05	
6/22/10	06-57-10	
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