

SECTION 1.11 PUBLIC RECORDS POLICY

Pursuant to Section 149.43 of the Ohio Revised Code, the Jefferson County Board of Developmental Disabilities (JCBDD) hereby adopts this public records policy. This policy is to establish rules on the inspection and release of employment/payroll records to provide access to public employment/payroll records and to guard against a possible unwarranted invasion of an employee's privacy. The Records Custodian as named by the Board shall be the office of the Superintendent.

This policy is consistent with Chapter 149 of the Ohio Revised Code as it pertains to the maintaining of public records, specifically personnel files. JCBDD shall maintain official personnel files on all employees. Such files shall include, but not be limited to individual employment data, application forms, resumes, certifications, transcripts, performance evaluations, training records, and records pertaining to hiring, promotion, demotion and discipline, transfer, lay off, termination, compensation, hours, etc.

Employee records are the property of JCBDD. Personnel records are public records and should be promptly prepared and made available for inspection to any member of the public upon request during regular business hours. Upon request, the Employer or designee shall make copies available at the actual cost. Certain records are not subject to public disclosure. The list of records that are not public records can be found in Section 149.43 of the Revised Code.

For reference checks, only copies of existing documents shall be prepared under this policy. The employer does not complete and return questionnaires of other employers conducting reference checks.

Medical records for employees will be kept in a separate file and are not subject to public release.

PROCEDURE FOR EMPLOYEE ACCESS TO PERSONNEL FILES

Any employee requesting to inspect his/her file shall contact the Human Resources Coordinator and request a mutual date and time to meet.

An employee who wishes to inspect his/her personnel file should make his/her request in writing. The request will then be entered into the personnel file.

Employees may not release any public records, including information in personnel files, unless the employee is authorized to do so.

EMPLOYEE USE OF PUBLIC RECORDS; RECORDING MEETINGS

No employee may release copy or remove any records, even those regarded as "public" under Ohio Revised Code 149.43, unless authorized by JCBDD. Employees will be required to pay the same amount per page as a citizen who requests a copy of a public record. Employees may request documents or records by submitting a public records request.

No employee may copy or use any JCBDD public record in any grievance, administrative appeal, or legal action unless authorized by JCBDD. This provision does not apply to a lawfully obtained public record.

Except for official departmental business, no employee may possess any JCBDD public records.

No employee may record any meeting, conversation, or telephone call, unless authorized by JCBDD.

Any employee who is discovered to have violated any of the above provisions may be disciplined.

Any questions regarding public records policy should be directed to the Superintendent or the Human Resources Coordinator.