





POLICY AND PROCEDURE STATEMENT

SUBJECT PERSONNEL FILES	PAGE 1 OF 2	DATE EFFECTIVE APRIL 1, 2019		
SECTION/POLICY NO. 1.10	APPROVED BY  MAYOR	SUPERSEDES VOA III-B, OCTOBER 1, 2003		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 3/28/2019	ISSUE DATE 4/1/2019	REVIEW DATE
REFERENCE	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK-TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY

- I. Personnel files and information shall be confidential to the extent as allowable by law.
- II. In general, personnel files are public records and the Village must permit their inspection. Current law requires that every public office which receives a request for information must provide copies of all public records at cost and within a reasonable amount of time, following the request. Further, each public office must organize its filing system so that its records can be easily accessed.

PURPOSE:

- I. To determine how Personnel Records are managed.
- II. To adhere to all applicable federal, state, and local regulations governing village operations.

PROCEDURE

- I. For the viewing of personnel files, the following procedure shall be utilized:
 1. Each request for access must be in writing and specific as to the records desired to be viewed.
 2. An appointment will be made to view the records.
 3. All records must be viewed in the presence of a Village employee.
 4. If available, the employee will be given the opportunity to be present if an employee so desires when the employee's file is being viewed.
- II. There are only six exceptions to the general rule mandating disclosure of records upon request:
 1. Medical records that have actually been created and used in the medical treatment of an individual.
 2. Records regarding issues of adoption, probation or parole.
 3. Records regarding an unmarried minor's right to have an abortion without notifying his/her parents, guardian, or custodian.
 4. Trial preparation records compiled "in reasonable anticipation" of a lawsuit. This exception may encompass information compiled by public agencies in the process of making investigations.

5. Confidential law enforcement investigatory records can be withheld from disclosure under ORC Section 149.43 (A) (2). These include:
 - a. The identity of a suspect who has not yet been charged;
 - b. The identity of an information source or witness who has reasonably been promised his/her identity will be kept confidential;
 - c. Information which might endanger the safety of law enforcement personnel, crime victims, witnesses or confidential information sources;
 - d. Information about specific investigation techniques or procedures;
 - e. Information about "specific investigatory work product."
 6. Any information which is protected from disclosure under other state or federal laws.
- III. Payroll records shall be maintained which reflect each employee's regular hourly rate of pay, basis on which wages are paid and exclusions. Daily records shall reflect hours worked each day, total hours worked per work week, total weekly overtime, total deductions, total wages paid each pay period, date of payment and pay period covered by payment. Payroll records shall be maintained for at least three (3) years.
- IV. Employees must inform their Department Head of change of status in any of the following:
1. Home address
 2. Home telephone number
 3. Name
 4. Marital status
 5. Number of dependents
 6. Citizenship
 7. Military status
- V. It will be the Department Head's responsibility to notify the Appointing Authority or designee once such changes of status have been reported. If forms need to be completed to effect the change, management will secure the forms.
- VI. A personnel file will be kept on every employee. The following documents will be required for all personnel:
- Completed application or résumé with verification of education as necessary.
 - At least one satisfactory reference from previous employers.
 - Completed W-4.
 - Completed I-9.
 - Signed confidentiality statement (see "Employee Statement of Confidentiality").
 - Current license or certificate (as applicable).
 - Current driver's license (as applicable).
 - Criminal check (of staff as required by law)
 - Auto liability (as applicable).
 - Signed policy statement.
 - Documentation of orientation (see attached "Village of Ashville Orientation Checklist").
 - Performance appraisal (s).
 - Documentation of attendance at in-services and continuing educational offerings.
 - Authorization to check records, i.e. driving, criminal, and/or as needed.
- VII. Employees are required to replace documents prior to their expiration. Failure to submit the necessary documentation could result in implementation of the disciplinary procedure and/or temporary suspension.