

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

**PERSONAL INFORMATION RECORDS /
PERSONNEL FILES**

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- A. Each SCAA may maintain and is responsible for any personal information maintained concerning the employees of the SCAA. "Personal information" includes all information about an employee as defined in O.R.C. §1347.01(E), and may include such information as:
1. personal data;
 2. employment application documents;
 3. references;
 4. medical reports;
 5. documentation pertaining to an employee's change of status;
 6. performance evaluations;
 7. communications or disciplinary actions; and
 8. paid and unpaid leave records.
- B. Each SCAA and other employees with access to such records shall only use the personal information in their personal information system in a manner consistent with the system and in accordance with O.R.C. §1347.01 et seq.
- C. Each employee shall be allowed to review the contents of the file(s) pertaining to him or her. Employees may also request that their Appointing Authority conduct an investigation to determine if the information in their file is accurate, relevant, timely, and complete. Such investigations shall occur within ninety (90) days of a written request by an employee. All information found to be inaccurate as a result of such investigation shall be corrected. If the SCAA determines the record to be correct, the employee may append a brief statement to the file.
- D. Individuals requesting to obtain or review information about themselves must provide proof of identification.
- E. Each SCAA shall monitor the accuracy, relevance, timeliness, and completeness of its personal information systems; take reasonable precautions to protect personal information in the system from unauthorized modification, destruction, use, or disclosure; and shall collect, maintain, and use only that personal information necessary and relevant to the function of their agency or department.

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- F. It shall be each employee's responsibility to report any change of personal information within three (3) calendar days of the occurrence of the change. Notification shall be made in writing to the employee's immediate supervisor.

For purposes of this section, a change in personal information shall include the following:

1. name change;
2. address change;
3. phone number change;
4. marital status change;
5. changes which may affect employee benefits (i.e., insurance and pension(s) such as changes in dependents or beneficiaries);
6. number of exemptions for tax purposes;
7. citizenship; or
8. association with any government military service organization.

- * Supervisory staff shall ensure that a copy of the notification of change is forwarded to the applicable SCAA and the County Auditor's Office.