



Barberton Public Library Employee Information Policy

The Library recognizes the expectations of employees that information about them stored in personnel records is accurate, relevant, and safe from improper disclosure. Federal and state laws and sound personnel decisions require that certain information be gathered and maintained in personnel records. Because Barberton Public Library is a public institution, many personnel records are available to the public upon request, in accordance with the Public Records Policy and Ohio law. Disclosure of personal employee information will not be made to any third party except by the library records custodians, who are the director or the fiscal officer.

The following documents are retained separately from public personnel files: education records, medical records, confidential investigatory records, and intellectual property records.

Additionally, the following information is not public record and will be removed from any record inspected or released in response to a public record request: Social Security number, employee address and phone number, and bank account numbers for direct deposit.

The Library has the right to verify information (e.g., employment status and job title) without notifying the individual involved, and to cooperate with law enforcement investigators, public safety, or medical officials.

Internal access to personnel files, which are stored in a locked filing cabinet, is limited to supervisory personnel and to other officials who have a legitimate need to know. All other internal requests will be treated as public records requests.

When a public records request is made to examine an employee's personnel file, that employee will, when practical, be notified in advance of the release of the record, and if possible, be informed of the name of the person making the request.

All employees must comply with this policy. Any violation of this policy is grounds for discipline and could result in the dismissal for cause of an employee.

All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees, June 24, 2010.