



Medina County Policy Manual



Policy: Employment Records	Section: Employment	Number: 2.030
Issued: 09/17/07	Reviewed/Revised:	Page #: 1 of 4

A. EMPLOYMENT ELIGIBILITY RECORDS

1. Immigration/Citizenship Status

- a. The County will not discriminate on the basis of a person's national origin or citizenship status in recruitment, hiring, or termination. However, it will not knowingly employ any person who is or becomes unauthorized to work in the United States.
- b. New hires must provide suitable documentation and complete INS Form I-9 to verify identity and employment eligibility.
- c. A successful applicant refusing to provide documentation or providing false documentation will not be hired, or will be subject to discharge for cause.

2. Driving Record Check

Driver Abstract Reports will be requested for each County employee who must operate a motor vehicle, County-owned or personal, as a regular function of the job. This includes standard driver's licenses and commercial driver's licenses (CDL).

- a. A current employee who drives as a regular function of the job may be periodically screened for an acceptable driving record. If the information provided by the Driver Abstract Report places the employee in the "Unacceptable Driver" category, as defined below, the Medina County Safety Coordinator, on behalf of the Medina County Commissioners, will review the employee's driving record and determine if the employee can continue in his/her current position without driving. If driving is an essential function of the job, the employee may be transferred or terminated, after consultation with, at the discretion of, the Commissioners, Human Resources and the Department Director.

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b. Review of the Driver Abstract

A request will be sent to the Ohio Bureau of Motor Vehicles (Ohio BMV) by the Safety Coordinator to obtain the Driver Abstract.

(The request must be submitted in writing to the Ohio BMV and must include the subject's social security number and the required processing fee.)

The Driver Abstract will be reviewed against the established criteria for operation of a motor vehicle on County business. The result of this review will be submitted to the respective department director.

c. Evaluating the Driver Abstract

The following will be used as general guidelines to determine the acceptable driving status of applicants or employees:

Unacceptable Driver is defined as one who has received during the previous three (3) year period one (1) of the following:

- i. A conviction for one (1) or more of the following:
 - Reckless driving or drag racing;
 - Driving while under the influence of alcohol or drugs;
 - Vehicular homicide;
 - Leaving the scene of an accident, if the accident resulted in personal injury or death; and/or
 - Willfully eluding or fleeing a police officer in response to a traffic violation.
- ii. Two (2) or more chargeable or "at fault" accidents (the nature and severity of the accident to be taken into account).
- iii. Three (3) moving violations for which the applicable state agency awarded two (2) or more points.
- iv. Any combination of one (1) chargeable or "at fault" accident and two (2) moving violations.

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d. Periodic Review of Current Employees

The driving records of each County employee falling within the purview of this policy may be reviewed annually to update his/her personnel file.

B. PERSONNEL FILES

1. Human Resources, on behalf of the Commissioners, will maintain official personnel files on the County's employees. Such files shall include, but are not to be limited to: individual employment data; payroll information; work time schedules; records of deductions paid; application forms; records pertaining to hiring, promotion, demotion, transfer, layoff, termination, etc. Personnel records, except for medical information and certain documents which are the subject of criminal investigation, are public records as specified by the Ohio Revised Code.
2. Nothing herein shall prevent the dissemination of impersonal statistical information.
3. An employee may arrange with the Human Resources Department to inspect his/her personnel file.
 - a. Such inspection will take place in the Human Resources office and be in the presence of a Human Resource representative.
 - b. Employees may request and receive copies of documents from their personnel file. Employees will be charged the standard copying cost for requested copies.
4. Each employee is required to advise the Human Resources department of any change in name, address, marital status, telephone number, number of exemptions claimed for tax purposes, change in the status of dependents covered by a family health insurance policy, citizenship, selective service classification, or association with any government military service organization.
5. All requests for information about present or former employees will be referred to the Human Resources department. No County employee other than the Human Resources department, Auditor's Office, or his/her designee is authorized to release any information regarding current or former employees. Employee records once placed in personnel files become the property of Human Resources on behalf of the Board of Medina County Commissioners. Personnel files shall be protected and maintained in a confidential manner to the extent permitted by law.

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C. MEDICAL RECORDS MAINTENANCE

1. Any employee medical records must be maintained in separate medical files.
2. Medical records are confidential and may be released only in the following circumstances:
 - a. Supervisors and managers may be informed by Human Resources of restrictions and accommodations that are a part of an agreed-upon plan of reasonable accommodation.
 - b. First aid and safety personnel may be informed if an employee may require emergency treatment.
 - c. Government officials investigating compliance may be provided with relevant information upon request.
 - d. Medical records may not be released for any other reason without the employee's signed waiver of release.

D. EEO RECORDS MAINTENANCE

1. Equal Employment Opportunity (EEO) records must also be maintained in a separate file.