



Public Health
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Canton City Public Health

Canton City Public Health
All Staff
FINAL

POLICY AND PROCEDURE

SUBJECT/TITLE:	Employee Personnel & Medical File Policy
APPLICABILITY:	All Staff
CONTACT TITLE & DIVISION:	Administrative Supervisor, Administration
ORIGINAL DATE ADOPTED:	08/03/2026
LATEST EFFECTIVE DATE:	08/03/2026
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-065-P

A. PURPOSE

The intent of this document is to:

1. List documents required to be housed in employee personnel or medical files.
2. Provide clarity on who is responsible for certain forms and documents related to these files.

B. POLICY

Canton City Public Health (CCPH) keeps required employee personnel and medical files. Employee personnel files are subject to public records requests, with certain identifiers being redacted. Employee medical files are separate from employee personnel files and are exempt from any public records request.

C. BACKGROUND

Prior to April 1, 2026, CCPH kept relevant information in Employee Personnel and Medical Files. Starting April 1, 2026, when an employee ends employment, their personnel and medical files will be sent to City of Canton Human Resources. For employees who ended employment prior to April 1, 2026, their medical and personnel files will be kept by CCPH for six (6) years after ceasing their employment, per the Record Retention Schedule. Resignation and retirement letters are kept permanently. As of July 1, 2026, any document for an employee medical file will be securely sent to City of Canton Human Resources.

D. GLOSSARY OF TERMS

Administration: for the purposes of this policy, “Administration” may refer to the Health Commissioner, Fiscal Manager, and/or the Administrative Supervisor as roles that regularly produce and/or manage documents related to employee personnel files. While these roles produce and/or manage some of the documents, the Administrative Supervisor is responsible for overseeing the employee personnel files.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. EMPLOYEE PERSONNEL FILES

Employee Personnel files are subject to public records requests, with Personal Identifiable Information (PII) redacted. For specified purposes, the following parties would have access to unredacted files for organizational needs: Administration, HR, legal counsel, supervisors, etc. Employees can access their full, unredacted file upon request. When employees request to review their own file, their supervisor and/or Administration must be present in the room and original records shall not be removed from the file as copies may be provided in accordance with department policies and procedures.

Forms and documents that need to be in an employee’s personnel file span several CCPH policies and procedures that follow the employee life cycle. Some of these forms and documents are produced and managed



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by Administration, and others are the responsibility of the division leader, their designee, or the employee to ensure these forms are given to Administration so that they can be housed in an employee's personnel file. Below is a list of policies and related documentation that will need to be placed in an employee's personnel file, **those of which marked by asterisks are the responsibility of Administration:**

Position Descriptions Policy (800-019-P):

- *Final version of approved job description, either new or updated, signed by employee

New Hire Recruiting Policy (800-017-P):

- 800-017-04-F_LexisNexis Search Request (both the request form and background check report)
- 800-017-05-F_Employment Offer
- Any interview materials for hired employee (interview questions, interview notes, etc.)
- Selected employee's position application and resume (if applicable)

Onboarding (800-007-P):

- 800-007-05-F_New Hire Division Technology Checklist
- *800-007-06-F_Onboarding Checklist
- 800-007-08F_Policy Reading Schedule (once signed off by employee and complete)

HIPAA Privacy and Security Policies (800-016-P):

- *800-016-03-F_Employee Confidentiality Agreement (once policy is read and signed off by employee and their supervisor)

Ohio Ethics Law and Policy (800-042-P):

- *800-042-02-F_Ohio Ethics Law Overview Acknowledgement of Receipt (once policy is read and signed off by employee)

Information Technology Policy (800-005-P):

- *800-005-03-F_Information Technology User Agreement (once policy is read and signed off by employee)

Probationary Period Policy (800-024-P):

- 800-024-01-F_Employee Probationary Period Performance Evaluation Form (90-day Performance Evaluation form, others if completed)
- 800-024-02-F_Employee Individual Development Plan Form (if applicable based on Probationary Period Performance Evaluations)

Alternative Work Schedule (800-032-P):

- 800-032-01-F_Alternative Work Schedule Request

Remote Work Policy (800-059-P):

- 800-059-01-F_Remote Work Request and Approval Forms

Employee Career Development (800-002-P) forms:

- 800-002-01-F Employee Career Development Worksheet

Discipline Policy (800-006-P):

- *Notice of Administrative Leave and/or Disciplinary Hearing if applicable
- 800-006-03-F_Notice of Employee Disciplinary Action (including Performance Improvement Plan)
- 800-006-04-F_Notice of Employee Disciplinary Conference
- 800-006-05-F_Summary and Findings of Employee Disciplinary Conference
- 800-006-06-F_Notice of Employee Verbal Correction
- 800-006-07-F_Employee Acceptance of Discipline in lieu of Board Action

Canton City Health Code – Personnel Policies Section 207

- Letter from employee to Board asking for vacation days to be carried over.
- Letter from past employer on vacation time and sick time.
- *Letter to the City authorizing the vacation credit and sick time.

All employment eligibility verification forms (Form I-9) and supporting documentation shall be maintained with City of Canton HR in accordance with federal requirements. The documents mentioned above represent the minimum necessary documents to be housed in an Employee Personnel file. Additional employment-related documents may need to be maintained when deemed necessary by administrative, legal, operational, and/or compliance purposes. Should a supervisor or employee want to add any document or file not mentioned in the list above to the Employee Personnel Files, final determination will be made by Administration.

2. EMPLOYEE MEDICAL FILES

An employee medical file is a confidential record maintained separately from an employee's general personnel file that contains medical and health-related information about the employee and is not subject to a public records request. As of July 1, 2026, City of Canton Human Resources will keep and maintain employee medical files. Requests to review or access an employee's medical file may only be made by the employee to whom the file pertains.

These files may include documents such as:

- Doctor's notes (per the Canton City Health Code section 207.17)
- Medical certification forms
- FMLA or leave-related medical documentation
- ADA accommodation requests and supporting medical information
- Drug or alcohol test results
- Vaccination or immunization records
- Fitness-for-duty examinations
- Disability or health insurance medical forms

Under laws such as the Americans with Disabilities Act (ADA), employee medical information must generally be:

- Kept confidential
- Stored separately from personnel records



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- Accessible only to authorized individuals with a legitimate business need

The purpose of maintaining a separate medical file is to protect employee privacy and limit improper access to sensitive health information.

For all medical file documents received on or after July 1, 2026, Administration will securely send that documentation to City of Canton Human Resources. Administration will verify that City of Canton Human Resources received the documents before shredding CPH copies. Documentation for medical files existing prior to July 1, 2026 will be kept internally by CPH Administration as per the adopted record retention schedule.

F. CITATIONS & REFERENCES

CPH Record Retention Schedule

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Madisyn Smith, Workforce Development Coordinator
2. Sean Green, Administrative Supervisor
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H. APPENDICES & ATTACHMENTS

N/A

I. REFERENCE FORMS

N/A

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800-001-P Policy Development” procedure as of the effective date listed above.