Ohio Department of Administrative Services
John Kasich, *Governor*
Robert Blair, *Director*

OhioDAS

State of Ohio Administrative Policy

Employee Home Address Policy

No: Human Resources **HR-17**

Effective: November 29, 2016

Issued By:

Robert Blair, Director

1.0 Purpose

To establish a statewide policy that requires all state employees to have a valid home address on file with the State of Ohio.

A glossary of terms found in this policy is located in Appendix A – Definitions. The first occurrence of a defined term is in ***bold italics***. To go directly to a term's definition, click on the bold and italicized term. To return to the body of the policy, click on the defined term.

2.0 Policy

It is the policy of the State of Ohio to require all employees to have a valid home address on file with the State of Ohio. While an employee may continue to list a P.O. Box as a mailing address, an employee may not use a P.O. Box as a home address except as outlined below.

Only an employee who is a ***program participant*** in the ***Safe at Home Program*** through the Ohio Secretary of State and has a ***confidential address*** designated by the Ohio Secretary of State pursuant to sections 111.41 through 111.99 of the Revised Code may use a P.O. Box as a home address. This is the only exception.

All agencies are responsible for ensuring that employees have a valid home address on file that is not a P.O. Box unless it is pursuant to the Safe at Home Program. A program participant may request through their agency Human Resources Administrator to use the address designated by the Ohio Secretary of State as their home address. It is the responsibility of the program participant to contact their agency human resources office to make such a request, and to provide their human resources contact with verification of the P.O. Box address and unique lot number provided by the Ohio Secretary of State. If an agency has a Safe at Home program participant's actual home address on file for any reason, the Human Resources Administrator should work with agency legal counsel to ensure it is kept confidential.

Pursuant to section 111.42 of the Revised Code, the approval for such a P.O. Box is only valid for four years after the date of certification by the Ohio Secretary of State unless the certification is withdrawn or invalidated before the end of the four year period. Agencies should work with program participants to update address information, if the certification is withdrawn, invalidated, or expires and is not renewed.

2.1 **Changing Home Address:** An employee can change his or her home address in one of two ways: 1) the employee can initiate a change of address through myOhio.gov> My Info drop-down> Home & Mailing Address, or 2) by filling out a change of address form (see Appendix B) and submitting the form to the employee's agency human resources office. Updating their address online via myOhio.gov is the preferred option.

2.1.1 A job aid is available at the left side of the screen when changing a home address through myOhio.gov:

- If an employee is adding a P.O. Box provided by the Ohio Secretary of State, he or she must provide verification of program participation approval to the agency's human resources office.
- An email confirming the change in address will be sent to the email address on file for the employee as well as the agency benefits contact.

2.1.2 If the employee has questions about changing his or her address online, the employee should contact the agency human resources office or the Department of Administrative Services, Human Resources Customer Service at 1-800-409-1205, option 2.

3.0 Authority

ORC 111.41 through 111.99, 124.04, 124.09, 149.43; OAC 123:1-47-01(B)

4.0 Revision History

Date	Description of Change
06/01/2011	Original policy.
11/29/2016	Revised policy pursuant to House Bill 359.

5.0 Inquiries

Direct inquiries about this policy to:

Labor Relations and Human Resources Policy Section
Office of Collective Bargaining
Ohio Department of Administrative Services
1602 West Broad Street
Columbus, Ohio 43223

614.752.5393 | DASHRD.HRPolicy@das.ohio.gov

State of Ohio Administrative Policies may be found online at
www.das.ohio.gov/forStateAgencies/Policies.aspx

Appendix A – Definitions

a. Program participant. A person who is certified by the Ohio Secretary of State as a Safe at Home program participant under section 111.42 of the Revised Code.

b. Safe at Home Program. The program established through sections 111.41 through 111.99 of the Revised Code, Substitute House Bill 359, 131st General Assembly that was signed into law on June 8, 2016. The program provides confidentiality protections for victims of domestic violence, menacing by stalking, human trafficking, trafficking in persons, rape, or sexual battery and allows wireless service account transfer in a domestic violence situation. The law allows victims to apply to the Ohio Secretary of State to have their address kept confidential. The Ohio Secretary of State will provide approved program participants a P.O. Box and unique lot number which can be used as their official address. Upon request by a program participant, any governmental entity must use the address designated by the Ohio Secretary of State. The P.O. Box will be housed with the Ohio Secretary of State and the Ohio Secretary of State will be responsible for ensuring that all first class mail is forwarded to program participants from their P.O. Box to their actual residential address. More information about the Safe at Home program can be found via the link in Appendix B.

c. Confidential address. Pursuant to Section 111.41 of the Revised Code, the address of a "Safe at Home" program participant's residence, school, institution of higher education, business, or place of employment, as specified on an application to be a Safe at Home program participant through the Ohio Secretary of State or on a notice of change of address filed with the Secretary of State under section 111.42 of the Revised Code. A confidential address is not a public record under section 149.43 of the Revised Code, and shall be kept confidential.

Appendix B – Resources

Document or Resource Name:
Change of Address form, ADM 4058, DAS Human Resources Division: http://das.ohio.gov/Divisions/HumanResources/HRDDownloadableForms.aspx Scroll down to "Payroll Administration Forms" and click on Change of Address (ADM4058). Safe at Home Program web page: www.SafeatHomeOhio.com Link to myOhio.gov Employee Self-Service: https://omyohio.oaks.ohio.gov/psp/paprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST To access the Home & Mailing Addresses Job Aid: Log into myOhio.gov, click the "My Info" link, and select the "Home and Mailing Address" link. This will open the Home and Mailing Address screen and the job aid can be found on the left side of the screen.