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Payroll Letter 856

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of All Departments, Institutions, Boards and Commissions

From: Dan R. Parks, State Payroll Administrator

Subject: Home Address Flags

Ohio's public records law protects an employee's home address from being released to the general public and/or to a journalist, provided certain criteria are met. Home addresses for employees who are Peace Officers or Firefighters/Emergency Medical Technicians (EMT), must not be released to the general public, but may be released to a journalist. Additionally, employees who qualify by having another "secure reason" for having their home address protected, or who have a family member living at the same address as the employee who qualifies under one or more of the above exemptions, should also be exempted.

I. Exemption By Job Classification

Based upon an employee's job classification, home address will be exempted. Flags have been added to both the Position Control (POSU) and Employee Information (HRID) screens to denote the reason for exemption. For employees in the job classifications listed below, the HR2K system will automatically maintain the home address exemption flag settings. This update process will be applied nightly. Agencies will not be required to maintain exemptions by job classification.

Peace Officer Job Classifications:

Class	Class Description	Class	Class Description
22251	Wildlife Education Officer	26144	Special Agent 4
22290	Wildlife Officer Cadet	26611	Police Officer 1
22291	Wildlife Officer 1	26612	Police Officer 2
22292	Wildlife Officer 2	26811	Tax Enforcement Agent 1
22293	Wildlife Investigator	26812	Tax Enforcement Agent 2
22520	Park Ranger Cadet	26813	Tax Enforcement Agent 3
22521	Park Officer	26910	Watercraft Officer Cadet
22522	Park Officer Investigator	26911	Watercraft Officer
22523	Park Officer Specialist	26912	Watercraft Officer Special
22581	Armorer	26914	Watercraft District Administrative Assistant
22821	Preserve Officer 1	26921	Watercraft Investigator
22822	Preserve Officer 2	26931	Watercraft Education Officer

22841	Forest Officer 1	26711	Highway Patrol Trooper
22842	Forest Officer 2	26713	Highway Patrol Sergeant
23511	Enforcement Agent	26714	Highway Patrol Lieutenant
23515	Enforcement Assistant Agent In Charge	26715	Highway Patrol Staff Lieutenant
23516	Enforcement Agent In Charge	26716	Highway Patrol Captain
23521	Liquor Control Compliance Officer	26717	Highway Patrol Major
26131	BCI & I Special Agent	26718	Highway Patrol Lieutenant Colonel
26141	Medicaid Special Agent	26719	Highway Patrol Colonel

Firefighter/EMT Job Classifications:

Class	Class Description	Class	Class Description
26531	Arson Investigator	26592	Lieutenant Fire Fighters
26535	Arson Investigator Supervisor	26595	Fire Station Captain
26539	Arson Buren Chief	26596	Air Base Fire Training Officer
26591	Fire Fighters	26597	Assistant Fire Chief

II. Exemption By Agency Determination

Each agency needs to determine whether the agency has any employees, other than those that fit into the previously mentioned job classifications, who would be eligible for the home address exemption. Once the agency has identified the covered employees that are outside of the standard job classification exemption, the agency needs to set the appropriate flags on their positions and employees. Agency reasons for exemption include:

1. If an employee is in a position that is not classified as a Peace Officer or Firefighter/EMT, but the agency determines the position's duties include that of a Peace Officer or Firefighter/EMT, the agency may flag the position as a Peace Officer or Firefighter/EMT exempted position. This exemption will be maintained on the position until the agency determines otherwise. Please reference the Position Control screen below for the appropriate flag settings.
2. In the spring of 2002, the Department of Administrative Services requested that each agency identify their positions/employees that had a law enforcement safety-related interest. In August 2002, based upon the agencies review of their "secure in nature" positions, flags were set accordingly on the Position Control (POSU) and Employee Information (HRID) records to protect the release of their home address. Agencies are to review and maintain these exemption flags as needed. Please reference the Position Control and HRID screens below for the appropriate Secure Address flag settings.
3. If an employee, outside of their regular state of Ohio job, were a firefighter or EMT, the employee would qualify for a home address exemption. A firefighter is defined as any regular, paid or volunteer, member of a lawfully constituted fire department of a municipal corporation, township, fire district, or village. The definition of an EMT includes EMT-basic, EMT-I, and paramedics that provide emergency medical services for a public emergency medical service organization. Each of these terms is defined in Ohio Revised Code, section 4765.01. Please reference the HRID screen below for the appropriate Peace Officer or Firefighter/EMT flag settings.

4. If the agency has knowledge that they employ the spouse of anyone who would fall under the job classification exemption, or an exemption as specified by the agency, that person would also be eligible for the home address exemption. For example, if you could readily determine from the public employee's file that they are the spouse of a peace officer, firefighter or EMT, then the employee's home address would not be public record. Please reference the HRID screen below for the appropriate Peace Officer Family or Firefighter/EMT Family flag settings.

Access to update home address flags on the Position Control (POSU) and Employee Information (HRID) screens should be strictly limited within each agency. A revised "HR2K User Security Access Request Form" has been published with these new options. Please submit the new form to gain update access to the new fields. The form is available at the following web site: www.das.ohio.gov/hrd/pdf/usarf.pdf.

Any questions concerning the home address exemptions should be discussed with your agencies legal staff. All other questions should be directed to Payroll Administration at (614) 466-6915.

DRP/jam
Attachment

Position Control (POSU) Detail Screen (2)

POSU 100200=012345.0		Position Control Detail (2)		05/21/2004 13:30:47	
Name DOE, JOHN A					
OT Flag	Restrict	Senrty Date	01 - 01 - 1986	Rnk 000	Pail-Flg
Priority	G	Vacancy-Date	00 - 0000	CBSort B1	Audt U10-Educ 0
Ret Type	P	GLI 0	50,000	Age 40	123 HospDed 888.88
				Unif	Addr-Flg _
Acct 1	00002	FG GRF	Fund 001	ALI 123-123	AdRC 1234 SAC 1234 SpRC 1234 % 100
Acct 2		FG	Fund	ALI	AdRC SAC SpRC % 000
Drug-Test F F - Federal					
					B - Both (Federal & State)
					R - Random State
					P - Preemployment State
					S - Both (Random & Preemployment)
					N - No
F1=Update		F2=EHOC		F3=Exit	
				F4=PAYU	
				F5=POSU1	

Addr-Flg _

Identifies the positions' home address status. Positions assigned to any of the job classifications previously mentioned as Peace Officer or Firefighter/EMT, will automatically be set and maintained by the HR2K system. Agencies may also flag positions that meet the Peace Officer or Firefighter/EMT definitions. Any employee assigned to the position will automatically have their Employee Information (HRID) record (HRID) flagged to the status assigned at the position level.

- 'P' – Peace Officer position (set by Job Classification or Agency Determination)
- 'F' – Firefighter/EMT position (set by Job Classification or Agency Determination)
- 'S' – Secure Home Address position (set by Agency Determination)
- ' ' – Position not flagged

Employee Information (HRID) Screen

HRID	EMPLOYEE INFORMATION	05/21/2004 13:07:41
EmpId: SM123456S	SSN: 123 - 45 - 6789	Doe, John A
		Status: INACTIVE
Name DOE	JOHN	A
(last)	(first)	(middle)
_____ (suffix)		
Home: Addr 123 MAIN ST	City CLEVELAND	
St OH Zip 43333 1234	County LICK	Phone# 123 - 456 - 7890
Peace Officer _ Family _ Firefighter/EMT _ Family _ Secure Address _		
Work: 100 - 200	DAS - HUMAN RESOURCES	
Addr 30 E BROAD ST 45TH FLOOR	Addr2 _____	
City COLUMBUS	St OH	Zip 43210 1234
E-Mail JOHN.DOE@DAS.STATE.OH.US		
Phone# 614 - 123 - 1234		
Gender M	DOB 01 / 01 / 1944	Educ: Yrs 16 Degree BS Major GOVERNMENT
Military: Status(G,R,V) _	Branch(A,C,F,N,M) _	
Record Last Updated: XJAM 20040518 10:40		
F1=Add/Update	F2=EHOC	F3=Exit
F4=PAYU	F5=POSU	F6=EARN

Peace Officer __

Identifies an employee's status as a Peace Officer. Batch processing will automatically update the flag based on the employee's current job classification.

- 'P' – Peace Officer job classification (set by the system, from the position)
- 'O' – Peace Officer Outside state employment (set by the agency)
- 'B' – Both, working in a Peace Officer job classification for the State, and is also a Peace Officer Outside of their State job (set by the system, based on the agency flagging the person as a 'O' Peace Officer Outside, and from the position).
- ' ' – Not a Peace Officer

Peace Officer Family __

Identifies any family member living at the same address as the employee, who is a qualifying Peace Officer.

- 'Y' – Family member(s) are qualified Peace Officer
- ' ' – Family member(s) are not qualified Peace Officers

Firefighter/EMT __

Identifies an employee's status as a Firefighter/EMT. Batch processing will automatically update the flag based on the employee's current job classification.

- 'F' – Firefighter job classification (set by the system, from the position)
- 'V' – Volunteer Firefighter/EMT (set by the agency)
- 'B' – Both, working in a Firefighter/EMT job classification for the state, and is also a Volunteer (set by the system, based on the agency flagging the person as a 'V' Volunteer Firefighter/EMT, and from the position).
- ' ' – Not a Firefighter/EMT

Firefighter/EMT Family __

Identifies any family member living at the same address as the employee, who is a qualifying Firefighter/EMT.

- 'Y' – Family member is a qualifying Firefighter/EMT
- ' ' – Not a Firefighter/EMT

Secure Address __

Identifies the employee's status as needing a Secure Home Address. This flag is independent from the Peace Officer and Firefighter/EMT flags.

- 'S' – Secure position (set by the system, from the position control record)
- 'O' – Other secure reason (set by the agency)
- 'B' – Both, works in a Secure position and also has another secure reason (set by the system, based on the agency flagging the person as an 'O' Other secure reason, and from the position control record).
- ' ' – Not Qualified