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## U.S. District Court for the Southern District of Ohio

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### Public Disclosure of Human Resources Information Policy

Effective: November 1, 2022

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#### I. Purpose

The purpose of this policy is to provide information and guidance with respect to requests for human resources (HR) information received by the United States District Court for the Southern District of Ohio including the Clerk's Office, Probation, Pretrial Services, and Information Technology and Human Resources Shared Services.

#### II. Scope

This policy applies to requests received by the Court—which could include those received from the media, law schools, and financial entities—for information on employees (paid and unpaid) or former employees ("employees") including judges—of all court units.

#### III. Policy and Procedures

Requests for HR information specific to an individual should be referred as provided below.

Inquiries from the media should be directly communicated to the Public Information Specialist, as the Court's representative, in lieu of providing the request to HR.

Inquiries from a bar association, law school, or other government entity seeking information in conjunction with an application for admission to the bar of another jurisdiction should be directly communicated to the respective judge(s) and/or Court Unit Executive(s) to whom the applicant previously reported in lieu of providing the request to HR.

Inquiries from financial entities and prospective employers should be directly communicated to the HR via the HR telephone line (513) 564-7509 or the HR e-mail box **[ohsdml\\_HR@ohsd.uscourts.gov](mailto:ohsdml_HR@ohsd.uscourts.gov)**. **Employees are to notify HR of pending requests for verification in advance whenever possible (e.g., refinancing mortgages, automobile loans, etc.).**



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Other than as set forth in this policy, HR information will not be released without a signed authorization from the employee who is the subject of the request. For purposes of this policy, HR information includes information of the following types:

- a. Personal data: Social Security Number, date of birth, marital status, personal phone number, mailing address, personal email addresses, emergency contact information, employment eligibility data, benefits plan enrollment information, personal information relating to dependents, and school/college or certification credentials.
- b. Job application data: resume, background checks, credit checks, and interview notes.
- c. Employment information: workers' compensation injuries, requested/provided accommodations, employment contract, pay rate, bonuses, and benefits.
- d. Job performance data: performance reviews, warnings, disciplinary notes, information from disciplinary proceedings, or performance improvement plans.
- e. Administrative information: time sheets, earnings statements, direct deposit forms, and tax forms.
- f. Job termination data: the employee's resignation letter, termination records, and unemployment insurance claims.

That said, upon receipt of a request for HR information regarding an employee, the Court's representative or HR may disclose the following information without prior authorization from the employee:


- a. Name
- b. Position title
- c. Duty station (including city and state)
- d. Date of hire
- e. Date of separation
- f. Employment status (either full-time or part-time)

Upon receipt of a request for information, HR shall promptly notify the employee who is the subject of the request, provided that the individual's contact information is current at the time the request is received.

Nothing in this policy prevents an employee's supervisor from providing information to a prospective employer in a response to that employer's request for a job reference.



#### IV. Signatures

  
Algenon L. Marbley  
Chief United States District Judge

  
Edmund A. Sargus, Jr.  
United States District Judge

  
Michael H. Watson  
United States District Judge

  
Sarah D. Morrison  
United States District Judge

  
Douglas R. Cole  
United States District Judge

  
Matthew W. McFarland  
United States District Judge

  
Michael J. Newman  
United States District Judge

  
Richard W. Nagel  
Clerk of Court

  
Melanie A. Furry  
Chief U.S. Pretrial Services Officer

  
James L. Graham  
United States District Judge

  
Walter H. Rice  
United States District Judge

  
Thomas M. Rose  
United States District Judge

  
Susan J. Dlott  
United States District Judge

  
Michael R. Barrett  
United States District Judge

  
Timothy S. Black  
United States District Judge

  
Karen L. Littlewitz  
Chief United States Magistrate Judge

  
Mark R. Grawe  
Chief U.S. Probation Officer