

All personnel files are confidential. It is extremely important that personnel records are accurate and up-to-date. Any changes in address, phone number, name, marital status, emergency contact, number of dependents or any other changes that will impact an employee's benefits must be reported to the Director of Human Resources immediately.

Personnel records are available for review by an employee upon written request to the Director of Human Resources in accordance with the Illinois law. An employee may not remove items from his/her personnel records but may add written statements pertaining to the information on file. In addition, an employee may not remove a personnel file from the Human Resources Office. Requests for copies of the items in an employee's personnel file may be made in writing to the Human Resources Office. Copies will be made available within seven (7) days.

The right to inspect the personnel file does not include access to letters of reference for the employee and other records that are exempt from disclosure to an employee pursuant to Illinois or other law.

Adopted:

Amended: September 19, 2006

Legal Ref: Personnel Record Review Act. 820 Illinois Revised Statute 40/2-12