

GENERAL PERSONNEL**Personnel Records**

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. No one else may have access to an employee's personnel files and personal information except for: (1) a supervisor or management employee who has an employment or business-related reason to inspect the records, or (2) anyone who has the employee's written consent.

The School District will only confirm position and dates of employment when requested for information about a District employee. An employee who would like the District to release additional information about their employment must submit a written request in writing to the Superintendent or designee and an administrator must sign the released materials.

Legal Ref: 820 ILCS 40/1 et seq
23 Ill.Admin.Code 1.660

Cross Ref: 2:250, 7:340

ADOPTED: November 3, 1987
REVISED: July 12, 1988
REVISED: April 3, 2007