

POLICY 18
OFFICIAL PERSONNEL RECORDS

University Policy

Employee personnel records are maintained by the University for administering its human resources programs. Records maintained by the campus human resources office and, during the active service of an employee, by the employing unit, are official University records as well as State records.

Information about employees should include only that which is necessary and relevant to employment and should be used only for employment-related purposes. Persons collecting or maintaining personnel record data are responsible for its security. In accordance with the University's nondiscrimination policy, employee demographic information must not adversely affect any decision made or action taken.

The University, pursuant to the Personnel Records Review Act (820 ILCS 40/0.01 *et seq.*), extends certain rights to its employees with respect to these records, including:

A. Access

Employees have the right of access to their records and the opportunity to submit statements in the event of disagreement with any information included in their records.

B. Notice

Employees should be given the opportunity to review information in their personnel records prior to that information being used in an unfavorable personnel action.

C. Confidentiality

Dissemination of information contained in employee records will be monitored so that it is released only to those parties authorized by the employee, approved administratively, or legally warranted.