

POLICY 18
OFFICIAL PERSONNEL RECORDS

Rule 18.01 - Adding or Removing Material

The campus human resources office is responsible for maintaining personnel records and for adding, correcting, and removing material from those records. The head of the campus office or a designee acts on requests from an employee, the employee's supervisor, or others responsible for decisions about the employee, for the addition, correction, or removal of documents from official records.

Regulations

18.011 Unit Employee Records/Performance Evaluations

Units may maintain records about employees which contain information relevant to employment, including departmental performance evaluations. If a performance evaluation is used in a personnel action regarding the employee, the individual evaluated can challenge or respond to the evaluation; a copy of any statement the employee makes shall be attached to the evaluation.

18.012 Investigatory Files

If there is reason to believe that an employee is engaged in criminal activity which may result in harm to University property or disruption of University activities and the University is engaged in an investigation of this activity, the University may keep a separate investigatory file. Upon completion of the investigation, if disciplinary action is taken, copies of investigatory material may be placed in the official personnel records.

18.013 Records of Non-Employment Activities

Under the provisions of the Personnel Record Review Act (820 ILCS 40/9) the University is not allowed to keep a record of the employee's associations, political activities, publications, communications, or other non-employment activities, unless the employee submits the information or authorizes the University in writing to keep or gather such information. This prohibition does not apply to activities that occur on the University's premises or that occur while the employee is working for the University and which interfere with the performance of the employee's duties or the duties of other employees. This prohibition also does not apply to activities which constitute criminal conduct or may reasonably be expected to harm the University's property, business, or operations, or cause the University financial liability.

18.014 Confidential Medical Records

Records and documents relating to medical information maintained for the purpose of administering work-related programs, such as the Family and Medical Leave or Workers' Compensation; or for the determination of disabilities and assessment of an

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Regulations (Continued)

employee's ability to perform the essential functions of the job; or for medical monitoring required by law, such as drug and alcohol testing of drivers, are to be kept in separate employing unit and human resources files and treated as confidential medical records.