

POLICY 18
OFFICIAL PERSONNEL RECORDS

Rule 18.03 - Access by Employee

Current employees, employees on leave or layoff, and employees who have been terminated within the preceding year have right of access to their personnel records maintained by the campus human resources office and/or by employing units. This right is protected by the Personnel Record Review Act (820 ILCS 40/0.01 *et seq.*) as well as by University policy. Inspection of personnel records should occur in the presence of a human resources or employing unit staff member in order to insure the security of the information. Therefore, access is subject to the availability of the staff.

Regulations

18.031 Employee Inspection

The University will grant an employee's request to inspect his or her personnel record not more than twice a year, and will provide an opportunity for such an inspection within seven (7) working days, or, if this is not possible, within fourteen (14) working days after receiving the request. Exceptions may be made with the approval of the head of the campus human resources office or as provided in any collective bargaining agreement.

This inspection should take place during the normal working hours and must be monitored by the campus human resources office or employing unit staff.

If an employee demonstrates that he or she is unable to review the personnel record at the office where it is maintained, or if the location of the record is not reasonably near the employee's place of employment, the request may be satisfied by providing a copy of the record to the employee.

18.032 Portions That May be Withheld

Portions of the record that may be withheld from the employee at time of review include:

- A. Letters of reference.
- B. Any portion of a test document, except cumulative total test score for either a section of or the entire test document.
- C. Materials relating to staff planning at the University, campus, college, or unit level, such as matters relating to a unit's development, expansion, closing, or operational goals, where the materials relate to or affect more than one employee. This

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Regulations (Continued)

exception does not apply, however, if such materials are, have been, or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation; or in determining an individual employee's discharge or discipline.

- D. Information of a personal nature about a person other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- E. Records relevant to a pending claim between the University and the employee which may be discovered in a judicial proceeding.
- F. Investigatory or security records maintained by the University to investigate criminal conduct or other activity by the employee which could reasonably be expected to harm the University's property, operations, or business or could cause the University financial liability, unless and until the University takes adverse personnel action based on information in such records.

18.033 Inspection by Employee Representative

An employee involved in a grievance may designate a representative to inspect his or her personnel record, with the exceptions noted in Regulation 18.032. An employee may also designate a representative to inspect the record for other reasons, for example, at time of illness or for legal purposes. Such representatives should be designated in writing, and a copy of the authorization kept in the employee's record.

18.034 Disputed Information

Employees may dispute information in the record and, if unable to reach an agreement with the University on correcting or removing that information, may submit a statement to be attached to the disputed material for as long as it is part of the record.

18.035 Copies of Records

Requests by employees or their designated representative for copies of personnel records will be honored at a cost not to exceed the actual cost of duplication.

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Regulations (Continued)

18.036 Review of Employing Unit Records

The provisions in Regulations 18.031 through 18.035 regarding review of personnel records also apply to employing units' records.