

#### 4.27 Personnel Records (Reaffirmed 11/28/23)

- A. Personnel files are business records of the College and remain the sole property of the College. Employees, however, are entitled to review their own files at least two times in a calendar year unless otherwise provided for in a collective bargaining agreement. An employee wishing to review his or her file(s) should submit a written request to his or her supervisor or to the human resources representative. The employee will be permitted to review the file during normal business hours and in the presence of a supervisor or a member of HR. Employees will not be entitled to remove any information from the file, but the College will provide copies of one or two documents at the employee's request. An employee will have the right of access to his or her own personnel files provided in the Illinois Personnel Records Act, except for privileged communications relating to initial employment and other exceptions listed in the Act. Access to a supervisor's working file is the same as the employee's personnel file.
- B. All personnel, academic and evaluative records pertaining to all employees shall be maintained by the Human Resources Office in the employee's Official Personnel File (OPF). Employee files are considered confidential. Managers and supervisors other than the HR Department may only have access to personnel file information on a need-to-know basis. Responsibility for the confidentiality and use of information in the OPF shall rest with the Human Resources Office, from whom permission must be obtained for access to any portion of the personnel folder.
- C. It is important that an employee be aware of all items which might be used in developing a periodic evaluation. Supervisors, therefore, shall notify an employee whenever any item is placed in the OPF. The employee may add written comments for inclusion in the personnel file for any document with which they disagree. However, the College encourages employees to submit written responses at the time action is taken, not during a personnel file review that may be remote in time to the actual occurrence with which an employee may disagree.
- D. Payroll records and absence records will be kept by the Payroll Office.