

PERSONNEL – ADMINISTRATIVE PROCEDURES

GENERAL PERSONNEL – PERSONNEL FILES – Maintenance and Access

The Regional Office of Education shall maintain a complete personnel file for every current employee and former employee. The employees' personnel files shall be maintained in the ROE under the direct supervision of the Regional Superintendent or his/her designee.

Access to the employee's personnel files shall be according to the following guidelines:

1. Employees may make oral requests to inspect their personnel files. However, when a third party is involved, the request must be made in writing on the designated form to the Regional Superintendent or his/her designee.
2. The Regional Superintendent or his/her designee shall provide the employee the opportunity for inspection of the requested records within seven (7) working days after the request. If such deadline cannot reasonably be met, the employer shall have an additional seven (7) days to comply.
3. The employee shall inspect the personnel file at the ROE during normal working hours or at another time mutually convenient to the employee and Regional Superintendent or his/her designee.
4. Inspection of personnel files shall be conducted under the supervision of a responsible staff member.
5. Neither an employee nor his/her designated representative shall have access to records, which are treated as exceptions in the Employees Records Act.
6. The employee may copy material maintained in his/her personnel file. Payment for record copying shall be based on the ROE's fees set under the Illinois Freedom of Information Act.
7. Should the employee demonstrate his/her inability to inspect his/her personnel files in person, the ROE shall mail a copy of a specific record(s) upon written request.

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8. Should the employee be involved in a current grievance against the ROE or involved in any other contemplated proceedings against the ROE, the employee may designate in writing a representative who has the authority to inspect the personnel files under the same rights as the employee.
9. The Regional Superintendent or his/her designee shall review a personnel file before releasing any part of the record to a third party.

The Regional Superintendent shall be responsible for informing all employees about this policy and shall develop necessary procedures regarding the disclosure and access to personnel records.

Approved: 07/01/01