

## Personnel

### General Personnel - Personnel Records, Maintenance and Access

The District shall maintain a complete personnel record for every current employee and former employee. The employees' personnel records shall be maintained in the District's Administrative Office, under the direct supervision of the Superintendent. An employee shall be given access to his or her personnel records according to guidelines developed by the Superintendent. No one else may have access to an employee's personnel files and personal information except for: (1) a supervisor or management employee who has an employment or business-related reason to inspect the record, or (2) anyone who has the employee's written consent.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C.1232(g) 1974;  
Illinois Personnel Record Review Act (820 ILCS 40/0.01, *et seq.*);  
Immigration Reform and Control Act of 1986; P.L. 99-643;  
23 Ill.Admin.Code §1.660.

CROSS REF.: 2.250 (Access to the District's Public Records) and 7.340 (Student Records)

Adopted: October 9, 1997  
Reviewed: April 24, 2003  
Revised: January 27, 2011