

## General Personnel

### Personnel Records

#### Maintenance and Access to Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. ~~Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's~~ District's administrative office, under the ~~Superintendent's~~ Superintendent's direct supervision.

Access to personnel records is available as follows:

1. ~~1.~~ — An employee will be given access to his or her personnel records according to State law and ~~—~~ guidelines developed by the Superintendent.
2. ~~2.~~ — An employee's supervisor or other ~~—~~ management employee who has an employment or ~~-~~business-related reason to inspect the record is authorized to have access.
3. ~~3.~~ — Anyone having the respective employee's written consent may have access.
4. ~~4.~~ — Access will be granted to anyone authorized by State or federal law to have access.
5. ~~5.~~ — All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

#### Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall ~~execute:~~

1. ~~Execute~~ the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to ~~DCFS-~~ Ill. Dept. of Children and Family Services (DCFS); and
2. ~~Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.~~

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: ——— 20 U.S.C. §7926.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 46/10, Employment Record Disclosure Act.  
———820 ILCS 40-/, Personal Record Review Act.  
23 Ill.-Admin.Code §1.660.

CROSS REF.: 2:250 (Access to ~~District's~~District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

ADOPTED: November 6, 2001

AMENDED: April 25, 2011