

General Personnel

Personnel Records

The District maintains 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 Superintendent's direct supervision.

The employee or the employee's designated representative (in writing) shall have the right to inspect his or her personnel records at least twice during the school term and may obtain a copy of any information contained therein subject only to a fee for actual cost of duplication. The right of such employee or employee's designated representative to inspect is limited only by the exceptions set forth in Section 10 of the Illinois Review of Personnel Records Act (Ch. 48, Sec. 2001, et seq., Il. Rev. Stat.

LEGAL REF.: 820 ILCS 40/1 et seq.
23 Ill. Admin. Code § 1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

ADOPTED: March 20, 2006