

UIC HR POLICIES AND PROCEDURES

		NUMBER 1301
MANUAL Human Resources	SECTION Records	PAGE 1 of 2
SUBJECT Official Personnel Records		EFFECTIVE 04/01/1997
		REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To clarify the nature and maintenance of UIC official personnel records and to comply with the State of Illinois Personnel Records Act.

SOURCES AND BACKGROUND

Illinois Employee Access to Records Act
State Universities Civil Service System Statute and Rules
The General Rules Concerning University Organization and Procedure
University of Illinois Policy and Rules
The Personnel Records Review Act

APPLICABILITY

All UIC employees

POLICY

Personnel records are maintained by the Department of Human Resources and, during the active service of an employee, by the employing department. Information about employees should include only that information and those documents that are necessary and relevant to employment and are to be used only for that purpose. Individuals who collect and maintain personnel record data are responsible for its security. Medical information and performance evaluations are to be maintained in separate files, outside of the general personnel folder. Information that relates to sex, race, age, handicap, religion, national origin, or marital status must not adversely affect any decision made or action taken.

The University, pursuant to the Review of Personnel Records Act (48 Illinois Revised Statutes 2001), extends certain rights to its employees with respect to these records, including:

- Access: An employee has the right of access to records and the opportunity to submit a statement in the event of disagreement with any information included in records;
- Notice: An employee should be given advance notice if information in records is used in a personnel action not favorable to the employee; and
- Confidentiality: Dissemination of data will be monitored so that only those parties receive it who are authorized by the employee, approved administratively, or legally warranted.

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PROCEDURES

RESPONSIBILITY

1. Department/Unit Head
2. UIC Human Resources Records Officer

ACTION

- Creates and maintains an official personnel file for each employee in the department/unit.
- Creates and maintains an official personnel file for each employee.