

UIC HR POLICIES AND PROCEDURES

NUMBER
1302

MANUAL Human Resources	SECTION Records	PAGE 1 of 2
SUBJECT Adding or Removing Material from 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 UIC process for adding to or removing material from employee files 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 for Civil Service Staff

APPLICABILITY

All UIC Employees.

POLICY

UIC Human Resources is responsible for maintaining personnel records. The Assistant Vice President for Human Resources acts on requests from an employee, an employee's supervisor, or others responsible for decisions about the employee, for the addition, correction, or removal of documents.

A supervisor may maintain a file of relevant notes that may be shared with the employee that concerns an employee's work for purposes of improving or correcting the employee's performance. These are not official records, but they may be incorporated into the official personnel file with notification to the employee.

Departments may maintain files about employees that contain information relevant to employment. If these documents are used in an adverse personnel action, the employee may challenge or respond to them in writing and a copy of any statement made by the employee must be attached to the notes.

If there is reason to believe that an employee is engaged in criminal activity that may result in disruption of University activities or harm to University property and the University is engaged in an investigation with disciplinary action taken, investigation material may be placed in the official personnel file. If disciplinary action is not taken, copies of investigation material shall be purged from the official personnel records.

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PROCEDURES

RESPONSIBILITY

Additions

1. Employee/Department Supervisor the supervisor.
2. Human Resource Service Center

ACTION

Sends documents to UIC Human Resources to add to the personnel file of the employee. If the material is not official and sent by the supervisor, the employee is notified by UIC HR Service Center.

Files documents in the personnel file.

RESPONSIBILITY

Removal

1. Employee or Supervisor
2. Assistant Vice President for Human Resources or Designated Officer
3. UIC HR Service Center

ACTION

Requests removal of material from file.

Considers requests, renders a decision, and informs parties affected.

Takes action based on the decision rendered.