

# UIC HR POLICIES AND PROCEDURES

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MANUAL Human Resources	SECTION Records	PAGE 1 of 3
SUBJECT Employee Access to Personnel Records		EFFECTIVE 04/01/1997
		REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To identify the terms and conditions under which current and/or terminated employees may access their official personnel records and to ensure compliance with the Illinois Personnel Access to 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

## APPLICABILITY

Current employees, employees on leave or layoff, and employees who have been terminated within the preceding year

## POLICY

Current employees, employees on leave or layoff, and employees who have been terminated within the preceding year have the right of access to their personnel files maintained by UIC Human Resources or by employing departments.

Inspection of personnel files should be done during normal working hours and in the presence of a member of UIC Human Resources staff, in order to ensure the security of the information.

UIC will grant the request of an employee to inspect the employee's personnel file not more than twice a year and will provide an opportunity for an inspection within seven working days or, if this is not possible, within 14 working days after the request is received. Exceptions may be made with the approval of the Assistant Vice President for Human Resources or as provided for in any collective bargaining agreement.

If an employee's work site is located far from where personnel files are maintained or an employee is not able to come to the location place where such files are kept, the request may be satisfied by providing a copy of the file to the employee.

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Portions of the file that may be withheld from the employee at the time of review include:

- letters of reference;
- any portion of a test document, except cumulative total test scores for either a section of or the entire test document; materials used by UIC for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, promotions, and job assignments or other comments or ratings used for UIC planning purposes;
- personal information concerning an individual other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;
- records relevant to any other pending claim between UIC and the employee that may be discovered in a judicial proceeding;
- personal medical records, disclosure of which UIC believes would have a detrimental effect on the employee. These records may be released to a physician designated by the employee; and
- investigative or security records maintained by UIC to investigate criminal conduct or other activity by the employee that could reasonably be expected to harm the employer's property, operation, or business or could cause the employer financial liability, unless and until the employer takes adverse personnel action based on information in such records.

An employee involved in a grievance may designate a representative to inspect the employee's personnel record, with the exceptions noted above. An employee may also designate a representative to inspect the record for other reasons, e.g., at a time of illness or for legal purposes. Such representatives should be designated in writing; a copy of such an authorization will be kept in the employee's file.

Employees may dispute information in the record and, if unable to reach an agreement with UIC on correcting or removing that information, may submit a statement to be attached to the disputed material as long as it is part of the file.

Requests by an employee or the employee's designated representative for copies of personnel records will be honored at a cost to the employee not to exceed the actual cost of duplication.

The provisions regarding review of personnel records also apply to the employing department's records.

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## PROCEDURES

### RESPONSIBILITY

#### **Employee Access at UIC Human Resources**

1. Employee
2. Human Resource Service Center
3. Employee/Employee Representative

### ACTION

- Submits a written request to the campus Human Resources Records Officer to review official personnel file either personally or via a representative.
- Responds to the request within a maximum of 14 days and schedules a time for reviewing.
- Reviews official personnel records with a campus Human Resources officer present during review.

### RESPONSIBILITY

#### **Employee Access at Department**

1. Employee
2. Department/Unit Head
3. Employee/Employee Representative

### ACTION

- Submits a request to Department/Unit Head to review official personnel file either personally or via a representative
- Responds to the request within 14 days and schedules a time for viewing.
- Reviews official personnel records with a department/unit representative present during review.