

UIC HR POLICIES AND PROCEDURES

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SUBJECT Release of Employee Information to External Parties		EFFECTIVE 04/01/1997
		REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To identify the criteria and limitations relating to the release of employee information to external parties and to ensure compliance with the Illinois Freedom of Information Act.

SOURCES AND BACKGROUND

Illinois Freedom of Information Act
Illinois Employee Access to Records Act
State Officials and Employee Ethics 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
U.S.A. Patriot Act

APPLICABILITY

All University of Illinois at Chicago employees' personnel records

POLICY

General - Personnel information about an applicant, employee, or former employee may not be released unless there is a clear need, explicit authorization by the employee, or a request in accordance with the provisions of the Illinois Freedom of Information Act. Departments may not release personnel information about employees, but should refer requests to the Human Resources Department. The Human Resources Department will release information about employees to prospective employers with the following restrictions:

- Employment data on former employees will be provided by Human Resources to prospective employers outside UIC, but will be limited to:
 - the fact of the individual's employment;
 - dates of employment;
 - title of position held;
 - whether the position was part-time or full-time; and
 - employing department.
- A question as to whether UIC would rehire, as reported by the employing department at the time of termination, may be answered. Factual answers to questions concerning performance evaluations, attendance, and the circumstances regarding termination may be given, but will be

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limited to what the record contains. No information about individual salary or subjective information about the work record, work quality, or reason for termination will be released without the individual's written consent or a written request in accordance with the Freedom of Information Act.

- The preceding limitations also apply to responses by any member of the UIC staff when asked to give a reference for a former employee. A copy of any written response to such an inquiry will be sent to UIC Human Resources.
- Employment data on current employees may also be supplied according to the preceding provisions: the social security number may be verified, but not given; telephone numbers will neither be given nor verified; and if an employee is on leave or layoff, that fact may be disclosed if pertinent to the inquiry. Any information about employees may be withheld at the discretion of the Assistant Vice President for Human Resources. A social security number, date of birth, or home address may be released only with the written consent of the employee.

Information concerning UIC employees will be provided by Human Resources to aid employees in securing credit. Nevertheless, the information will be limited to social security number verification, occupational classification, percent time of appointment, length of employment, and salary. Employees will be contacted to sign a release for information needed to secure credit if an advance release has not been provided.

Except when required in a legal action or arbitration, disciplinary reports, letters of warning, or other records of disciplinary action which are more than four years old will not be released to an outside party.

An employee may enter an agreement with a union under which a written warning or reprimand or documentation concerning suspension, demotion, or discharge will be submitted to the union. An employee may file a written request to forego the submission of such documentation.

Releasing Information to Specific Agencies - An employee's dates of attendance at work and an employee's home address may be released in response to a request by a properly identified law enforcement agency.

Disclosure without consent of the employee, or former employee, may be made to law enforcement officials or to governmental investigative bodies that have authority to request employment records without notice to the employee, such as the Illinois Office of the Executive Inspector General pursuant to the State Officials and Employee Ethics Act, and federal officials pursuant to the U.S.A. Patriot Act.

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Also, cross-reference Policy 1307 regarding subpoenas.

Requests for personnel information from government agencies will be satisfied if the employee concerned has signed a form authorizing the release of information, if an agency or agencies are investigating a complaint, or in response to a subpoena for such information. It is unnecessary to inform the employee of this type of request.

PROCEDURES

RESPONSIBILITY

Release of Information to Prospective Employers by UIC Human Resources

1. Prospective Employers
2. UIC HR Service Center

ACTION

Requests information about the individual.

Supplies information as specified, providing only factual answers in accordance with the individual's personnel file

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RESPONSIBILITY

Release of Information to Prospective Employers by Other UIC Staff

1. Prospective Employers
2. Staff Member

ACTION

Requests information about the individual.

Supplies information in a manner consistent with the policy stated above. Submits a copy of any written response to the UIC Human Resource Service Center.

RESPONSIBILITY

Release of Information to Other Agencies

1. Requesting Agency
2. UIC Human Resource Service Center

ACTION

Requests information about the individual.

Supplies information in a manner consistent with the policy stated above.