

General Personnel

Personnel Records

The Executive Director or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Control policy and any applicable collective bargaining agreements. Records, as determined by the Executive Director, are retained for all employment applicants, employees, and former employees given the need for SASED to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in SASED's administrative office, under the Executive Director's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Executive Director.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

The Executive Director or designee shall manage a process for responding to inquiries by a prospective employer concerning current or former employee's job performance. The Executive Director or designee shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another special education cooperative or school district requests a reference concerning an applicant who is or was a SASED employee and was the subject of a report made by a SASED employee to DCFS. The fact of a DCFS report shall be disclosed unless DCFS has informed the Executive Director that the allegations were unfounded.

When information is requested about a current or former employee by an entity other than a prospective employer, SASED will only confirm position and employment dates unless the employee has submitted a written request to the Executive Director or designee.

LEGAL REF.: 745 ILCS 46/10.
820 ILCS 40/1 *et seq.*
23 Ill.Admin.Code §1.660.

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

ADOPTED: February 25, 2008

UPDATED: January 27, 2016