



CHAPTER 2	SECTION NO.
College Personnel - Personnel General	2.13
REFERENCE	<i>Adopted: October 12, 2010</i>
2.13.21 Personnel Records	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

All personnel records shall be maintained, inspected and disseminated in accordance with the *Illinois Personnel Record Review Act*, 820, ILCS 40/1 et seq., and the *Illinois Records Act*, 5 ILCS 203 et seq., and other applicable state and federal laws.

Kishwaukee College shall maintain an official personnel file for each employee in accordance with the following restrictions:

- A. Such files shall be for internal use as the property of the College
- B. Such files shall be housed in the Human Resources Office
- C. Such files shall contain employee data from the time of initial hiring, records, communications, and other data pertaining to the status of employment during the employee's tenure at the College and, upon termination of employment, the reason for said termination. Upon written request, an employee shall be permitted to review his/her official personnel file within the limitations imposed by law (e.g., letters of reference, external peer reviews, security records, etc.). Items may be permanently removed from said file only after being reviewed by the Director of Human Resources and authorized by the supervising administrator and the College President. An employee shall be permitted to file a rejoinder to any information contained within his/her personal official personnel file if he/she so desires.

Employees covered by a collective bargaining agreement will have this policy administered consistent with their respective agreements.