

## General Personnel

### Personnel Records

The Director or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board policy. Records, as determined by the Director, are retained for all employment applicants, employees, and former employees given the need for the Cooperative to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the Cooperative's administrative office, under the 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 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 Director or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Director shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a Cooperative employee and was the subject of a report made by a Cooperative employee to DCFS.

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

Nothing in this Policy shall be construed to limit any disclosures required by law.

**Please also refer to the current Professional Negotiation Agreement between Special Education Association of Kendall County and Kendall County Special Education Cooperative.**

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

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

ADOPTED:         September 14, 2011