PERSONNEL

GENERAL PERSONNEL – PERSONNEL FILES – Maintenance and Access

The Regional Office of Education shall maintain a complete personnel file for every current and former employee. The Regional Superintendent or his/her designee shall maintain the employees' personnel files in the ROE. Access to employee personnel files is governed by provisions in the guidelines in the Administrative Procedures (500.50R).

The personnel file shall include the following general types:

Pre-employment Records

- Job application forms
- Transcripts
- Pre-employment health and medical reports
- Previous work experience
- References
- Such other relevant information as the ROE desires of applicants for screening purposes

Employment Records

- Dates of employment
- Records maintained pursuant to regulations of the Internal Revenue Service
- Records maintained for the Illinois Teachers' Retirement System or the Illinois Municipal Retirement System
- Payroll information and deductions
- Leaves of absence data
- Photocopy of valid certificate for services being performed
- Transcripts of graduate work completed after the effective date of employment
- Credit for professional development work completed (if necessary)
- Employment health and medical records
- Supervisory evaluations
- Promotions (if appropriate)
- Disciplinary actions

PERSONNEL

GENERAL PERSONNEL – PERSONNEL FILES – Maintenance and Access

- Personal leave data
- Awards/commendations received
- Letter of resignation or retirement
- Notice of discharge
- Any additional information the Regional Superintendent deems to be relevant to the person's job and continued employment in the ROE

Not withstanding any of the aforementioned principles, any legally required reports shall be maintained in accordance with applicable legal or regulatory standards.

This information shall be maintained permanently for all employees and former employees of the ROE. Illinois Revised Statutes, ch. 116, par. 43.107 prescribes that, "Except as otherwise provided by law, no public record shall be disposed of by any offices or agency unless the written approval of the appropriate Local Records Commission is first obtained".

The Regional Superintendent shall be responsible for periodically reviewing the personnel files maintained by the ROE for their order, accuracy, relevance, and completeness of information. The Regional Superintendent shall be responsible for the types of records which are maintained and for developing such further procedures as may be necessary to maintain records for all employees in the District.

LEG. REF.: Family Educational Rights and Privacy Act, 20 U.S.C., 1232 (g) 1974.
Ill. Rev. Stat. Ch. 116, para. 43.103a.
Ill. Rev. Stat. Ch. 116, para. 43.107.
Title VII of Civil Rights Act of 1964
Illinois Employee Records Act, P.A. 83-1104
Ill. Rev. Stat., ch. 48, para. 2001.
Immigration Reform and Control Act of 1986; P.L. 99-643.

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