



Policy 3.4	Access to Personnel Records		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

ACCESS TO PERSONNEL RECORDS

3.4

POLICY

It is the policy of DuPage County to ensure that Personnel Records remain confidential except where information is required to be disclosed by law or court order or in cases where the employee has authorized the release of their Personnel Records.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

- A. All Personnel Records shall be kept and maintained by the Human Resources Department.
- B. Employees will be allowed to review their own Personnel Records, as permitted by law, after signing a required authorization form.
- C. All Personnel Records reviews shall take place in the Human Resources Department. Copies can be made at the request of the employee.

PROCEDURES

1. Employees should contact their Human Resources Representative to obtain information regarding their Personnel Records.
2. A request to Review Personnel Records Form must be completed in advance of inspecting the records. The form is available in the Human Resources Department.
3. In cases where the employee wishes to allow their representative to inspect that employee's personnel file, the employee must provide consent, in writing, containing a designation of the representative authorized to inspect the employee's personnel record, prior to being permitted to review a file. The designated representative will be allowed to inspect the personnel record in the same manner, and under the same terms, as provided to the employee.