



## **1-14 POLICY ON PERSONNEL FILES**

A personnel file will be established for each employee. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. An employee's medical and benefit records will be maintained in a separate file. Information contained in an employee's file will not be released or disclosed without written consent from the employee, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

Employee personnel records are the property of SYCAMORE PARK DISTRICT. While access must be provided, employees may not remove materials from the file. An employee may review their personnel file in accordance with applicable law and established SYCAMORE PARK DISTRICT procedures. If an employee wishes to review their personnel file, the Superintendent of Finance should be contacted and will provide the appropriate form to complete.

Once a request form is completed, an appointment will be scheduled. Every effort will be made for the appointment to be scheduled at the earliest convenience. The personnel file will be reviewed in a designated room at the Administrative Office.

Copies of the contents of an employee's personnel file may be made and released to the employee following the employee's written consent, including a disclaimer statement that SYCAMORE PARK DISTRICT will not be held responsible for a loss of confidentiality of the file's contents. A charge of .25 per page may be charged by SYCAMORE PARK DISTRICT for copies.

It is to an employee's advantage to see that all their personnel records are accurate and up to date. An employee is responsible for and must promptly advise SYCAMORE PARK DISTRICT of any changes in:

- Name and/or marital status
- Address and/or telephone number
- # of eligible dependents
- W-4 deductions
- Person(s) to contact in case of emergency
- Other personal information that SYCAMORE PARK DISTRICT needs to know to contact the employee or properly administer its benefits programs or general operational concerns
- Immigration status (if eligibility for employment in the United States is affected).



1-14 (a)

Employees should immediately notify the Administrative Office of any changes in pertinent information.

Adopted on:

Revised on: October 2022

1-14 (b)

