

# *Warren-Newport Public Library District*

## **Staff Manual**

### **202 Personnel Files**

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The Warren-Newport Public Library District (WNPLD) maintains a personnel file on each employee. The personnel file includes relevant employment records, including the employee's job application and resume, training records, performance appraisals, and salary records.

Personnel files are the property of the WNPLD. Access to the information they contain is restricted to only those who have a job-related need to know the information, to professional advisors including legal counselors and auditors, and to those who have been authorized by the Executive Director to see the file in question. Generally, only WNPLD management personnel who have a legitimate reason to review information in a file are allowed to do so.

Members of the WNPLD Board of Trustees may have access to personnel records only when the Board is involved in the resolution of a personnel conflict that cannot be resolved by the Executive Director in accordance with personnel policies. Under this circumstance, content of an employee's personnel file which is relevant to the Board's decision may be released to Trustees.  
~~after a review of the request by the Board and upon an affirmative vote of five or more Board members at an official Library Board Meeting.~~

All employee evaluations, commendations, complaints, or suggestions for correction or improvement must be placed in the personnel file after the following requirements are met:

- The evaluation, commendation, complaint, or suggestion for correction or improvement has been signed and dated by the person making it.
- The employee's supervisor has attempted to resolve the issue raised in a letter of complaint, and documentation of such efforts is attached with the supervisor's recommendation to the Executive Director as to whether the complaint contains any irrelevant, outdated, misleading, and/or inaccurate information.
- The employee has received a copy of the evaluation, commendation, complaint, or suggestion before it is placed in the file.

All written complaints that are signed and dated must be submitted regardless of whether the supervisor considers the complaint resolved.

A supervisor is expected to use good judgment in determining when documents should be submitted to the file immediately and when a delay is justified, such as a plan of improvement that is frequently revised. However, all evaluations, commendations, complaints, or suggestions

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for correction or improvement should be submitted by the end of the calendar year or in time to be considered in an evaluation process, whichever is sooner. All supervisors should seek clarification from the Executive Director as necessary to comply with this policy.

An employee who wishes to review his or her own file should fill out a Personnel Records Request Form which can be obtained from the Human Resources Associate. The completed form should be submitted to the Executive Director. The availability of personnel documents for an employee's inspection and the time and place of such inspection are provided by the Illinois Personnel Record Review Act (820 ILCS 40/). WNPLD will grant at least two requests by an employee in a calendar year when the requests are made at reasonable intervals.

When an employee wishes to view the contents of his or her personnel file, the employee should report during off-duty time or, with permission from his or her immediate supervisor, during work time, to the Administration Office and file the Executive Director–approved Personnel Records Request Form with the Human Resources Associate. The Human Resources Associate will verify the employee's identity and show the employee to a table where the employee can view the contents of the file. If the employee would like a copy of any WNPLD record relating to his or her employment, the employee should advise the Human Resources Associate which document(s) need to be copied.

No employee may take or alter any document in his or her personnel file. If an employee wishes to comment on any document in his or her personnel file, the employee should advise the Human Resources Associate that he or she wishes to add a document to the file. The document will become part of the employee's personnel file provided it is signed and dated.

Both at and following the time an employee separates from employment with WNPLD, the employee may request copies of documents in his or her personnel file. Copying of such documents should be arranged with the Human Resources Associate. All personnel files will be maintained in WNPLD archives in accordance with all applicable legal requirements.