

HELEN M. PLUM MEMORIAL LIBRARY

P-22 Personnel Records and Updates [FORMERLY P-25].

Adopted by the Library Board of Trustees, June 10, 2014.

Any employee has the right to examine his or her own personnel file and the documents contained in it. A request to examine the file must be made to the Administrative Assistant or Director in writing. Procedures for such examination will be those cited in Illinois Law "Personnel Record Review Act", 820 ILCS 40 /. The Administrative Assistant will physically remain with the person whiles/he is examining his or her own file.

It is expected that each employee will inform the Administrative Assistant of any change in his or her own address or phone number, or any change in the name or phone number of anyone listed on the emergency sheet. Other changes which must be brought to the Administrative Assistant's attention include marital status, social security number, or other items which were originally given to the Library when the employee began work.

The Director makes the final decision as to what will be contained in each employee 's personnel file.

Any employee caught accessing any personnel file without authorization will be subject to disciplinary action up to and including involuntary termination .