

HELEN M. PLUM MEMORIAL LIBRARY

P-22 Personnel Records and Updates

Adopted by the Library Board of Trustees, August 20, 2024.

Viewing Personnel Records

Employees have the right to examine their own personnel file and the documents contained in it. A request to examine the file must be made to the HR Coordinator or Executive Director in writing. Procedures for such examination will be those cited in Illinois Personnel Record Review Act. The HR Coordinator will physically remain with the employee while the employee examines their own file.

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

Updating Personnel Records

It is expected that each employee will inform the HR Coordinator of any change of address or phone number, or any change in the name or phone number of anyone listed as an emergency contact. Other changes which must be brought to the HR Coordinator's attention include marital status, social security number, or other items which were originally given to the Library when the employee began work.

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