

CORPORATE POLICY

SUBJECT: Accessibility and Confidentiality of Personnel Records

CATEGORY: Human Resources
ORIGINAL DATE: May 1, 2006
REVIEWED DATE: ~~November 29, 2017~~ April 24, 2024
REVISION DATE: ~~October 28, 2020~~ April 24, 2024

I. POLICY:

The Lake County Health Department and Community Health Center (LCHD/CHC) maintains personnel files for its employees. This policy is designed to ensure the records in the personnel files are accurate and that private and confidential information is protected to the maximum extent allowed by law.

II. SCOPE:

All ~~Lake County Health Department and Community Health Center~~ LCHD/CHC employees.

III. PROCEDURE:

A. Employee Review

1. ~~Each~~ Current employees may examine the contents of their personnel ~~file~~ record twice per year by submitting a written request to Human Resources (HR). ~~Former employees who terminated service within the preceding 12 months can request this information in writing for a period of up to one year after separation.~~ Access will be granted to current ~~the~~ employees within 7 business days ~~after of~~ HR's receipt of the ~~submitting a~~ written request to Human Resources. If HR can reasonably show that a request cannot be granted within 7 business days, an additional 7 business days will be granted. If ~~the~~ a ~~current~~ employee disagrees with any information contained in their personnel record, a removal or correction of that information ~~may~~ must be mutually agreed upon by the employee, their Director, and ~~Human Resources~~. If ~~an~~ mutual agreement cannot be reached, the employee may submit a written statement explaining their ~~employee's~~ position. The employee's statement will be attached to the disputed portion of the personnel record. The employee's statement will be included whenever that disputed portion of the personnel record is released to a third party (i.e., legal entity, federal agency).
2. Employees are not entitled to review letters of reference, test documents (~~except the only~~ test scores), information about another employee if it would be an invasion of ~~privacy of that person~~ individual's privacy, security investigative records, ~~or~~ and records related to any pending claims between the employee and Lake County.

B. Internal Access

1. Dissemination of appropriate and necessary individual data to conduct the business of ~~the Health Department~~ LCHD/CHC will be carefully controlled and limited to parties who with a proven need for the information.
2. Only authorized ~~Human Resources~~ staff will have regular access to the contents of each employee's entire personnel record. Directors and Supervisors may access:

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- a. The employment application.
- b. The employee performance appraisal.
- c. Other documents on the public record.
- ~~d.~~ Other payroll, benefit, and time and attendance data affecting the department's budget and expenses.

~~e.d.~~

C. Outside Access to Records

1. Outside access to personnel records are governed by the Illinois Freedom of Information Act ([FOIA](#)) and Personnel Record Review Act.
2. Performance reviews will not be disclosed ~~pursuant in response~~ to a FOIA request.
3. Disciplinary reports, letters of reprimand, or other disciplinary action will be protected to the extent allowed by law. If ~~the~~ LCHD/CHC is required to disclose ~~these~~ records ~~pursuant in response~~ to a FOIA request, written notice will be provided to the employee ~~prior to the release of the FOIA response~~.
4. The following ~~public employee~~ records ~~for all public employees~~ are generally available to the public upon written request:
 - a. Name
 - b. Job Title
 - c. Assigned Program
 - d. Job Description
 - e. Employment Status: Full-time; Part-time; Leave of Absence
 - f. Salary
 - g. Insurance and Benefits
 - h. Dates of Employment

D. Medical Records

1. Medical records are not contained in personnel ~~files~~ records and will not be released without ~~proper~~ authorization.

IV. REFERENCES:

~~None(820 ILCS 40/)~~ [Personnel Record Review Act](#)

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____

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B. Internal Access

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