

## **CORPORATE POLICY**

**SUBJECT: Accessibility and Confidentiality of Personnel Records**

**CATEGORY: Human Resources**

**ORIGINAL DATE: May 1, 2006**

**REVIEWED DATE: November 29, 2017**

**REVISION DATE: October 28, 2020**

### **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 employees.

### **III. PROCEDURE:**

#### **A. Employee Review**

1. Each employee may examine the contents of their personnel file twice per year. Access will be granted to the employee within 7 days after submitting a written request to Human Resources. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the employee, their Director, and Human Resources. If an agreement cannot be reached, the employee may submit a written statement explaining the 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.
2. Employees are not entitled to review letters of reference, test documents (except the test score), information about another employee if it would be an invasion of privacy of that person, security investigative records, or 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 will be carefully controlled and limited to parties who need 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:
  - 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.

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### **C. Outside Access to Records**

1. Outside access to personnel records are governed by the Illinois Freedom of Information Act and Personnel Record Review Act.
2. Performance reviews will not be disclosed pursuant 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 to a FOIA request, written notice will be provided to the employee.
4. The following 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 and will not be released without authorization.

## **IV. REFERENCES:**

None

## **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: \_\_\_\_\_