

## **4.21 PERSONNEL RECORDS POLICY**

It shall be the policy of the Library District to keep a personnel file on all employees of the Library District.

All documents in employees' files are considered generally confidential and are not open to inspection to anyone employed by the Library District except the Library Director, supervisors (who may access certain documents subject to the Library Director's approval), and, upon written request, to the employee to which they pertain or the employee's designated representative.

All applications for employment shall be kept for a period of one (1) year.

Information about an employee's performance of his or her duties and/or documents contained in an employee's personnel file may be released to third parties at the request of the employee, as required or allowed by law, or whenever the best interests of the Library District would be served and such release is permitted by law. Employees shall have the right to inspect and copy documents in their personnel files in accord with the provisions of the Illinois Personnel Records Review Act, 820 ILCS 40/01.01 et seq.

Medical information shall be kept, as required by law, separate from personnel files.

*Adopted by the Niles Public Library District Board of Trustees 8.20.08; Revised 12.14.16*