

Rock Valley College

RVC Board Policy 3.10.030

Access to Personnel Files

Rock Valley College maintains a personnel file on each employee. All personnel files are maintained, disseminated, and inspected consistent with the *Illinois Personnel Record Review Act*, 820 ILCS 40 et seq., the *Illinois Record Act*, 5 ILCS 203 et seq., and other applicable state and federal laws.

The Human Resources department will coordinate a time for employees to examine items in their own personnel file within three (3) working days of receipt of the employee's written request to the Vice President of Human Resources or designee.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report(s) 6478, 8031 (Amended)

Implemented: November 27, 2007

Revised: April 8, 2014, April 25, 2023