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## General Personnel

### Personnel Records

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

~~Please refer to the following current Agreements:~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Mid-Valley Special Education Association (MSVEA).~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Therapy Association for Special Children (TASC).~~

When requested for information about an employee by an entity other than a prospective employer, the Cooperative will only confirm position and employment dates unless the employee has submitted a written request to the Executive Director or designee.

#### **For those employees not covered by the above Agreements:**

There shall be one official personnel file maintained at the MVSEC office for each employee. Every employee shall have the right, upon request, to review, inspect and obtain copies of the records maintained in his/her personnel file in accordance with or without the provisions of the Illinois Personnel Record Review Act. Records not in the personnel file but which should have been included as required under said Act may not be used by the Board in any judicial or quasi-judicial proceeding unless the records were not intentionally excluded and 1) the employee agrees to their use, or 2) the employee has been given a reasonable time to review the records. MVSEC will provide one copy per year of personnel records at no charge to the employee.

LEGAL REF.: 745 ILCS 46/10.  
820 ILCS 40/.  
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to Cooperative's Public Records), 4:15 (Identity Protection), 5:125 (Personal Technology and Social Media; Usage and Conduct), 7:340 (Student Records)

ADOPTED: April 4, 2012