

# DEPAUL UNIVERSITY

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## Personnel Records Access

**Category:** Human Resources

**Responsible Department:** HR Central

**Responsible Officer:** Vice President for Human Resources

**Effective Date:** 03/15/2021

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### Policy Summary

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The policy defines employees' rights to access their personnel records and outlines the request process for the employee types identified above. Confidential health or medical records are not included in personnel files. The University is required to maintain the privacy of all health information and employees are encouraged to review the University's [HIPAA notice](#), for further information.

Information on academic appointment personnel records of full-time faculty is available from the Office of the Provost. Academic appointments for part-time faculty are held at the respective college/school. Additional hiring and personnel records for full-time faculty and part-time faculty are centrally located in the Office of Human Resources or may be housed at the respective college/school.

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### Scope

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This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Student Employees

This policy affects all members of the above groups.

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### Policy

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An employee's personnel record contains information required by the University for conducting business or as required by federal, state and local laws. A confidential personnel record will be maintained for every employee hired by DePaul University. Electronic and hard copy forms will be centrally located in the Office of Human Resources. Personnel records may not be removed from

the Human Resources department without permission from the Vice President of Human Resources.

Information concerning an employee will not be released to persons outside the University without written permission from the employee except when requested by law enforcement agencies or as otherwise required by law.

Current employees may review aspects of their personnel records in accordance with the Illinois Personnel Record Review Act twice per calendar year. If a current employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by DePaul University and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The University shall attach the employee's statement to the disputed portion of the personnel record.

Former employees may request a copy of their personnel records in accordance with the Illinois Personnel Record Review Act up to one year after their last day of employment.

Managers who have direct line authority over an employee or who have a 'business need to know' may contact Employee Relations for approval to review applicable contents in a personnel record.

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## **Procedures**

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Personnel records are confidential and access will be limited as follows:

- An employee who wants to review their personnel record must complete the [Employee Personnel Records Request](#) and submit to Employee Relations for approval.
- A copy of the personnel record/s will be provided, generally, within 7 working days of the request.
- Verification of identity will be required to release the copy of the record/s.
- A copy of the employee or manager request will be maintained in the employee's personnel record.
- Former employees must complete the [Employee Personnel Records Request](#) and submit to Employee Relations for approval.

Managers must complete the [Manager Personnel Records Request](#) and submit to Employee Relations for approval to view personnel record information of employees they supervise as the business needs warrant.

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## **Divisional Collaborations**

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Office of the General Counsel  
Office of the Provost

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## **Contact Information**

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**Office of Human Resources**

**Mailing Address:**

1 East Jackson Boulevard  
Chicago, Illinois 60604

**Office Location:**

14 East Jackson Boulevard  
13th Floor  
Chicago, Illinois 60604

(312) 362-8500

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**Appendices**

[Employee Personnel Records Request](#)  
[Manager Personnel Records Request](#)

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**History/Revisions**

Origination Date: 03/24/1997  
Last Amended Date: 03/15/2021  
Next Review Date: N/A