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 *40/1 et seq.,* the *Illinois Local Record Act*, 50 ILCS 205/1 *et seq.,* and other applicable state and federal laws.

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

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

Reference: Board Report(s) 6478, AR 314, 8031 (Amended), 8377
Implemented: November 27, 2007
Revised: April 8, 2014; April 25, 2023; April 28, 2026