

Personnel Records

The Human Resources Department maintains personnel files for all Garrett-Evangelical employees.

- Information on medical or workers' compensation issues are kept in a separate file from the personnel records in the Human Resources Department.
- Access to the personnel files is restricted to the employee, supervisor, respective vice president, and president.
- Employees may request access to their own files through the Human Resources Department, although records may not be removed from the Human Resources Department. However, the institution can provide a copy of an employee's personnel file upon request and in accordance with the Illinois Personnel Record Review Act (820 ILCS 40/0.01).
- Changes such as name, address, phone number, marital status, and beneficiaries must be reported to the Human Resources Department.