

General Personnel

Personnel Records

Joint Agreement employees are legally employees of the Administrative Agent District and, therefore, are subject to the policies and employment practices of Decatur Public Schools.

The Director or designee shall manage the maintenance of personnel records in accordance with State and federal law and Executive Board policy. Records, as determined by the Director, are retained for all employment applicants, employees, and former employees given the need for the Joint Agreement to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the Joint Agreement's administrative office, under the Director's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Administrative Agent District.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

The Director or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Director shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a Joint Agreement employee and was the subject of a report made by a Joint Agreement employee to DCFS. They shall also comply with the federal law prohibiting the Joint Agreement from providing a recommendation of employment for an employee, contractor, or agent that the Joint Agreement knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee. Further, they shall work with the Administrative Agent District to manage the Joint Agreement's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with *Faith's Law*.

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

LEGAL REF.:

20 U.S.C. §7926.
105 ILCS 5/22-94
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personal Record Review Act.
23 Ill.Admin.Code §1.660.

ADOPTED: April 16, 2026