

Illinois State University
Civil Service Council Members

Confidentiality Statement:
role of Civil Service Council members when contacted by constituents

Council members should only discuss concerns in general terms (i.e. do not use names) when bringing up issues at a Civil Service Council meeting, and then only with the constituent's permission.

Council member may discuss some specifics, with the constituent's express permission, when making calls to follow-up on constituent's concern, for example with Human Resources or other appropriate office.

This confidentiality means that no name or details should be discussed with anyone (co-workers, Human Resources, etc.) without the constituent's express consent. If it is determined, through the Council member's contact with Human Resources or other appropriate office, that the constituent needs to talk to that office directly, the Council member will encourage the constituent to make the contact. The choice to do so is left entirely up to the constituent.

The purpose of this confidentiality is to give the constituent help in finding out their rights before they make the decision to pursue the matter. The Council will make every effort to live up to this high standard.