

Facilities & Services Policies, Procedures, and Guidelines

Purpose: As an administrative unit on the University of Illinois campus, Facilities & Services is required to submit an annual report to the Office of the Provost each year. Many items in this report are proprietary and must not be shared outside of F&S. The purpose of this policy is to define who may have access to this report.

Owner: Shared Administrative Services

Policy: The annual report shall be distributed to all division directors and direct reports of the F&S Executive Director. Under no circumstance is the report to be shared outside of F&S. All non-F&S employee requests for the annual report shall be directed to Jenny Watkins, interim director of Shared Administrative Services, who will determine whether the request should be granted.

Guidelines:

1. Division directors may decide who within their individual division may have access to the report.

Violations: Management personnel are expected to inform and remind employees of their responsibilities in complying with this policy. Employees who violate this policy may be subject to disciplinary actions, up to and including discharge.

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