

## **PERSONNEL RECORDS**

Records of all personnel shall be confidential and shall be kept in the district office.

Records of evaluation may be maintained by the employee's immediate supervisor as well as in the district office by physical or electronic record.

### Rule:

The superintendent or his/her designee shall maintain a current file on each district employee and a file on all employees who have worked for the board.

Upon request to the superintendent or his/her designee, an employee shall have the right to inspect any personnel documents which are or have been used in determining the employee's qualifications for employment, promotion, additional compensation, transfer, termination or disciplinary action. If requested, file materials will be duplicated by the district at employee expense. Files must remain in the office and the employee may not remove any items from his/her file.

Files will be examined in the presence of the superintendent or his/her designee and only by appointment. This appointment shall be given within seven working days of the request.

If the employee disagrees with any information contained in the records, it may be removed upon mutual agreement of both the superintendent and employee. If a removal agreement cannot be reached, the employee shall be allowed to attach a written statement to the disputed information and it will remain there as long as the record is part of the file. The employee's statement shall be included whenever that dispute portion of the personnel record is released to a third party as long as the disputed record is part of the file.

Transcripts and licenses may, if requested, be returned to individuals upon termination of employment provided a receipt is signed.

Confidential pre-employment credentials shall be sent to the supplying agency only.

Upon request, former employees may review their own file, following the present employee guidelines.

The right of the employee to inspect his/her personnel records does not apply to:

- a. Records relating to the investigation of possible criminal offenses committed by the employee.
- b. Letters of reference unless stipulated in writing by the employee on the recommendation form/letter.

- c. Any portion of a test document, except for a cumulative total test score for a section or all of the test document.
- d. Materials used by the employer for staff management planning, including recommendations concerning future salary increases, promotions, and job assignments or other comments or ratings used for the employer's planning purposes.
- e. Information of a personal nature about a person other than the employee if disclosure of the information would constitute an invasion of the other person's privacy.
- f. Records relevant to any other pending claim between the board and the employee which may be discovered in a judicial proceeding.

LEGAL REF.: Section 103.13      Wisconsin Statutes

CROSS REF.: G - ADM Employment Provisions Handbook

Adopted: October 28, 1987

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