

**PERSONNEL RECORDS**

A personnel file shall be maintained for each employee and shall contain such information as application, credentials, transcripts, references, and other pertinent information concerning the employee. Personnel files shall be maintained in the administrative offices. Separate files shall be maintained for employee medical examination forms. Such files shall be treated as confidential medical records.

Individual personnel records shall be maintained in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of his/her personnel file pursuant to provisions outlined in the current employee agreement(s) and state law.

This policy does not prohibit supervisors from maintaining files which contain notes, memos, and information that assist the supervisors in evaluating and supervising employees.

Legal Ref.: Sections 103.13 Wisconsin Statutes  
252.15  
Chapter 19, Subchapters II and IV  
Americans with Disabilities Act of 1990

Cross Ref.: 824, Access to Public Records  
Current Employee Agreements  
523.1, Staff Physical Examinations

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