



PERSONNEL RECORDS

A confidential personnel file is maintained for each employee in the District and contains such information as applications, college credentials, transcripts, references, evaluations, and other pertinent employment information. The Human Resources Office maintains a current file on each District employee in accordance with established procedures.

Access to employment records is limited to the employee, direct supervisor, and appropriate members of the Human Resources Office. An employee shall have the right to review personnel records as permitted by state and federal laws. The District may duplicate file materials for an employee for a nominal fee.

Requests for information resulting from a court order or government request will be honored in accordance with Wisconsin Public Records Law when a written release of information is obtained from the employee. Otherwise, employee information available to the public is limited to the name of the employee, assignment, dates of employment, and compensation.

Reference:	<i>Board Policy 8310</i>	Public Records
	<i>Board Policy 3320</i>	Personnel Records
	<i>Board Policy 3320.01</i>	Unauthorized Acquisition of Staff Personal Information
	<i>Wisconsin Statutes:</i>	§103.13
		§165.68
		The American with Disability Act