

POLICY 4260
PERSONNEL RECORDS

Records of all personnel shall be considered confidential to the extent required by law and shall be kept in the Office of Human Resources. Records shall be maintained in accordance with all applicable federal and state laws and regulations, and retained in accordance with the district's record retention schedule.

LEGAL REF.: Wisconsin Statutes

- Sections 103.13 (Records open to employees)
- 103.15 (Restrictions on use of test for HIV or antibodies to HIV)
- 146.81 - 146.83 (Access to and confidentiality of patient health care records)
- 252.15 (Restrictions on use of HIV test)
- Chapter 19, Subchapters II and IV (Access to public records; access to records containing personally identifiable information)
- Americans with Disabilities Act of 1990 ("ADA"), as amended by the ADA Amendments of 2008 (Disability discrimination; maintenance of employee medical examinations)

CROSS REF.:

- 4231 Staff Physical Examination
- 4232.1 Employee Human Immunodeficiency Virus (HIV) Infection
- 4330 Staff Selection and Hiring Process
- 4332 Criminal Background Checks
- Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: June 27, 2000
September 23, 2014
October 28, 2014
March 28, 2017

RULE 4260

GUIDELINES FOR MAINTENANCE OF PERSONNEL RECORDS

1. Personnel records may be examined in the presence of the Office of Human Resources personnel.
2. Materials shall not be removed from personnel files without permission of the superintendent or designee.
3. The Office of Human Resources may duplicate post-employment file materials for the employee and the individual employee will pay the cost.
4. Transcripts and licenses may, if requested, be returned to individuals upon termination of employment provided a receipt is signed.
5. Pre-employment references, credentials and evaluations are not available to employees. Confidential pre-employment credentials shall be sent to the supplying agency only.
6. Personnel files will not be available to former employees, except to the extent authorized by law.
7. Employee information may be made available to anyone to the extent authorized by law. Ordinarily, employee information available to the public shall be limited to the name of the employee, the assignment, the dates of employment and compensation.
8. An employee may request the source of any material placed in his/her file.
9. Any written complaint about an employee, or written material that the employee's principal or other supervisor deems derogatory, will be called to the employee's attention within 48 hours. The employee may respond; his/her response will be reviewed by the administrator, attached to the complaint or written material and included in the employee's personnel file.
10. In instances where parents have oral complaints about an employee, the affected employee will be notified if/when they are addressed by the administrator in writing. The employee will also be given a meaningful opportunity to provide input for the response.