

PERSONNEL RECORDS

A personnel file shall be maintained for each employee in the District and shall contain such information as application, college credentials, transcripts, references, evaluations and other pertinent employment information. Personnel files shall be maintained by the Office of Human Resources.

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 procedures agreed to in the current employee agreement and/or state law.

An employee whose name is legally changed by marriage or otherwise shall within two weeks thereafter report said fact in writing to the Director of Human Resources.

LEGAL REF.: Section 103.13 Wisconsin Statutes
Chapter 19, Subchapters II and IV
Americans with Disabilities Act of 1990

CROSS REF.: 823, Access to Public Records
Current Employee Agreements

APPROVED: September, 1968

REVISED: October, 1969
July 8, 1997