

526 PERSONNEL FILES

The District will maintain a personnel file for each employee and shall contain such information as application, college credentials, transcripts, documentation of appropriate certification, references, evaluations, disciplinary records, and other pertinent information concerning the employee's work. Personnel files shall be housed in the District office.

To the extent required by applicable law, employee medical records, including genetic information regarding an employee, shall be maintained separately from an employee's other personnel records.

The District Administrator is designated as the legal custodian of records for the Williams Bay School District. The legal custodian shall have the full legal power to render a decision and carry out duties related to those public records maintained by any school district authority. The legal custodian may deny access to records only following Federal and State laws. Personnel records shall be released to third parties only following relevant law.

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, at least two times per calendar year, while in the presence of the administrator or his designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the District Administrator or his/her designee. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part thereto may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those described in section 103.13(6), Wisconsin Statutes.

If the request to review personnel records is under an active grievance filed by that employee, the District will provide copies of the records to the employee, at the employee's expense, and the employee and his or her representative may examine the copies outside of the presence of the administrator/records custodian.

An employee shall not have the right to review the contents of or receive copies of the following items:

- Records relating to the investigation of possible criminal offenses committed by that employee.
- Confidential letters of reference for that employee.
- Reference Check notes.

- Information of a personal nature about a person other than the employee if disclosure of the information would constitute an unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between the employer and the employee may be discovered in a judicial proceeding.

I-9 (Employee Eligibility Verification) forms will be kept in separate files from other personnel records.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. Section 103.13 (4) Wisconsin Statutes.

LEGAL REFERENCE: Wisconsin Statutes, Sections 103.13(6), 146.81-146.83

APPROVED: March 10, 2003

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May 24, 2021