

## **PERSONNEL RECORDS**

Except as otherwise specifically provided by law, individual personnel records shall be considered public records and shall be subject to examination and review as provided by law and current employee contract(s).

A personnel folder shall be maintained for each employee in the school district and shall contain such information as application, credentials, transcripts, references and other pertinent information concerning the employee. A file shall be kept for each district employee who has left the employment of the district, in compliance with state statute and the Wisconsin Records Retention Schedule. Personnel files shall be maintained in the administrative offices.

Staff physical examination forms shall be maintained in a separate file from other personnel records and shall be treated as confidential medical records. Only the following individuals shall have access to such information:

- Supervisors or managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.
- First aid and safety personnel may be informed, when appropriate, if an employee has a disability which might require emergency treatment.
- Governmental officials investigating compliance with Americans with Disabilities Act shall be provided relevant information upon request.

An employee shall have the right to review the contents of his/her personnel file pursuant to the procedures agreed to in the employee contract(s) and/or state and federal law.

LEGAL REFERENCE: Wisconsin Stats. 103.13  
Chapter 19-Subchapters II and IV  
Americans with Disabilities Act of 1990