

Personnel Records

Code #526.00

The Tri-County Area School District shall maintain a personnel file for each employee in the District. Personnel files shall contain general information concerning the employee, evaluations of the performance of the employee and responses by the employee, copies of licenses and certificates, training records, copies of letters or memoranda to or about the employee and other pertinent information concerning an individual's employment in the District. Employee health records, including physical examinations and tuberculin test records, shall be maintained in separate files from other personnel records as confidential medical records.

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 state and federal law and established procedures.

Legal Reference: Section 103.13, Wisconsin Statutes.
Chapter 19, Subchapter II and IV
Americans with Disabilities Act of 1990

Cross Reference: 823.00, Access to Public Records
823.00EX1, Notice to Employees
823.00EX2, Notice to the Public
823.00EX3, Copy costs

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