

PERSONNEL RECORDS

A personnel file shall be maintained for each employee and shall contain such information as application, credentials, licenses, transcripts, references and other pertinent information concerning the employee. Personnel files shall be maintained in the school office. Staff physical examination records shall be maintained in separate files from other personnel records.

Individual personnel records shall be maintained in accordance with state and federal law provisions. An employee shall have the right to review the contents of his/her personnel file pursuant to provisions outlined in the current employee agreement(s), state and federal laws and established procedures.

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

CROSS REF.: South Shore Education Association (SSEA) Contract – Article
IX, Sections F (3) and H (12)
South Shore Education Association (SSEA) Non-Certified
Contract – Article VII, Section F

APPROVED: December 15, 1989

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