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PERSONNEL RECORDS

The District Administrator is designated as the legal custodian of records for the Evansville Community School District. The legal custodian shall have full legal power to render decisions and carry out duties related to those public records maintained by any District authority. The legal custodian may deny access to records only in accordance with Federal and State laws.

Individual personnel records are considered confidential documents and shall be subject to examination and review only as provided by the established rules protecting their confidentiality.

A personnel folder shall be maintained for each employee in the District 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

All employees 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, while in the presence of the District Administrator or his/her designee. Other persons may review or collect information from the employee's personnel file as authorized by the District Administrator as legal custodian or state law. The District Administrator will arrange a conference time with the requestor and either him/herself or the designee during regular working hours.

An employee shall have the right, upon request, to receive copies of documents contained in the personnel file upon payment of the actual cost for making such a copy. 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 a clearly unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

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

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Legal Ref.: Section 103.13(6) Wisconsin Statutes (Records Open to Employee)
146.81-146.83 (Health Care Records; Definitions; Confidentiality of
Patient Health Care Records; Access to Patient Health Care
Records
252.15 (Restrictions on use of an HIV Test)
Chapter 19, Subchapters II and IV (Public Records and Property; Definitions)
Americans with Disabilities Act of 1990
2003 Wisconsin Act 47
Health Insurance Portability and Accountability

Local Ref.: Policy-#823-Open Records Policy and Procedures