

DeForest Area School District
Administrative Regulation

TITLE: PERSONNEL RECORDS	NUMBER: AR 3.6(1)
<i>Executive Limitation: EL 3, Treatment of Staff (3.6 – Confidential Information)</i>	
Recorded as Administrative Regulation: <i>Established: 3/8/04 Revisions: 3/25/13</i>	
Origin as Board Of Education Policy: Personnel 527 <i>Established: 11/29/94 Revisions: 6/12/95</i>	

A personnel file shall be maintained for each employee and shall contain such information as applications, credentials, licenses, transcripts, performance evaluations, references and other pertinent information concerning the employee. Personnel files shall be maintained in the district office.

Individual personnel records shall be maintained in accordance with federal law and state statute. General access will be restricted to only those who have a legal privilege to review records. Any employee shall have the right to review the contents of his/her personnel files according to the provisions outlined in the DASD Employee Handbook and/or state and federal law.

Records under this policy include medical examination records; incident reports documenting employees' exposure to blood or other infectious materials (29 CFR, Part 1910), and documentation required under the Americans With Disabilities Act of 1990.

Personnel Records Administrative Guidelines

Purpose

These guidelines are to be used in administering Board of Education Policy 527 Personnel Records. District Office Human Resources and Business Office staff is responsible for the implementation and ongoing administration of these guidelines.

Operational Guidelines

Custody of Records

1. All records related to the employment of an individual will be kept in a personnel file in the Human Resources Department.
2. All personnel records are maintained in accordance with state and federal law. The Human Resources Department will monitor "best practice" with respect to record maintenance and may modify operational procedures as appropriate.

3. Access to records will be in accordance with open record law.
 - a. General access will be restricted to only those who have a legal privilege to review files.
 - b. Any employee shall have the right to review his/her personnel file according to state and federal law.
 - c. Employees and/or eligible designee shall submit a "Request to Review Personnel Record" to the Director of Human Resources.
 - d. The Director of Human Resources will contact the employee (designee) to schedule an appointment to review records.
 - e. Records must be reviewed in the presence of a Human Resources staff member and may not be removed from the premises.
 - f. Employees may have single photocopies of any inspected documents. The district may charge a reasonable fee for copies if a large number of copies are requested.

Content of Personnel Files

The following documents are an example of what may be found in an employee's personnel file.

1. Employment application and resume, if required
2. Transcripts
3. Job related licensure and DPI documents
4. Employment contracts
5. Extracurricular contracts
6. Letters of appointment
7. Letters of Intent to Return
8. Personnel Change/Transaction Form(s)
9. Criminal Background Checks
10. Form W-4
11. TSA/403(b) Form(s)
12. Performance evaluations
13. Benefit enrollment and/or change forms
14. Leave of Absence application(s) and related form(s)
15. Forms and/or documentation related to compensation changes
16. Forms and/or documentation related to attainment of additional job related education credits
17. Forms related to tuition reimbursement
18. Forms and/or documentation related to change in employment status
19. Letters of commendation and/or achievement
20. Letters of reprimand and/or discipline
21. Letters of retirement/resignation and related termination forms

Excluded Documents

The following documents are excluded from inclusion in individual personnel files in accordance with state law:

1. Confidential investigatory records
2. Records used for management planning
3. Other records per state and/or federal law

Medical Records

1. All medical records will be maintained in a separate medical file to protect the employee's right to privacy. Employees have a right to inspect personal medical files and may also appoint a designee to inspect such records.
2. To inspect personal medical records, an employee and/or designee must complete a "Request to Review Personnel File" form and submit the form to Human Resources. The operating procedure described above will be followed in responding to these requests.
3. Human Resources staff with access to medical information must maintain a strict level of confidentiality with respect to this information.

Records Maintenance and Access

1. The Human Resources Department is responsible for maintaining the district's personnel files. Files will be maintained in an orderly and timely manner.
2. All Human Resources staff will have access to personnel files on an as needed basis and will maintain strict confidentiality with respect to these files.
3. The District Administrator will have access to personnel files.
4. All other requests for access to personnel files per the public records law must be submitted to the District Administrator. Requests for access will be approved on a need to know basis and will be in compliance with state and federal law and the DASD Employee Handbook.

References

Sections 103.13, 103.15, Wis. Stats.
Chapter 19, Subchapter II and IV

Cross Reference

Access to Public Records