

PERSONNEL RECORDS

The District shall maintain personnel records for all employees. These records will be utilized for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees and for meeting Board, State, and Federal reporting requirements.

The personnel file record will include applications for employment, confidential references, credentials and records relative to compensation, payroll deductions, evaluations and other matters considered relevant to this policy.

Individual personnel records are considered "confidential" documents and shall be subject to examination and review only as provided by State law, contract agreements, administrative rules and other established guidelines protecting their confidentiality.

Personnel records shall be maintained in the office of the Superintendent and/or Director of Business Services. An employee shall have the right to review contents of the employee's personnel file or records. Such review will take place by appointment in the company of authorized administrative or office personnel with confidential status as designated by the Superintendent and/or the Board of Education.

At their own expense employees shall have the right to receive copies of items contained in their files, with the exception of pre-employment recommendation statements of references considered confidential including closed university/college confidential papers. The cost of reproduction shall be determined by administrative guidelines.

Employees shall also have the right to indicate those items in personnel files believed to be obsolete or inappropriate. These items will be reviewed by the Superintendent or other appropriate administrative personnel and either be retained or destroyed at their discretion. Employees also have the responsibility of providing the District with personnel data as required by law, the Master Agreement and/or Board Policy.

103.13, Wis. Stats.

Cross References - PWSEA Master Contract and other labor contracts

Adopted: 6/18/01

Revised: 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us