

An employee shall 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 Superintendent or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the Superintendent or designee. The board secretary is officially designated by the Superintendent with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part of it may not be removed from the visual presence of the official custodian.

Copies of documents contained in the personnel file may be obtained for a fee of 10¢ per page plus the cost of postage (if applicable). Prepayment will be required if the copying fee exceeds \$5.00 or if the direct cost of location exceeds \$50.00.

Any employee is permitted to inspect any personnel documents that are in their personnel file which is maintained in the District Office. This shall not exceed twice in a calendar year and shall be upon written request. The employer shall provide the employee with the opportunity to inspect their personnel records within seven (7) working days after the employee makes the request for inspection.

Documents included are:

1. Application materials
2. A copy of employee's teacher license
3. Transcripts of credits from each school attended
4. Other important letters and documents by mutual acknowledgement

Records exempt from disclosure are:

1. Medical records which would have a detrimental effect on the employee
2. Records relating to the investigation of possible criminal offenses
3. Letters of reference
4. Any portion of a test document, except for the cumulative score
5. Materials used for staff management planning i.e. salary or wage recommendations
6. Information which is an invasion of privacy i.e. payroll deductions

Any disagreements of information contained in the personnel file may not be removed from the file unless by mutual agreement by the Superintendent and the employee. If any agreement cannot be reached, the employee may submit a written statement to be attached to the disputed portion.

Any designated representative of the employee must provide written permission from the employee to view their personnel files.

Wisc. Statute 103.13

Approved: 9/13/16