

## PERSONNEL RECORDS

Individual personnel records shall be maintained in accordance with state and federal laws and regulations and shall be retained in accordance with the District's record retention schedule.

A personnel file shall be securely maintained for each employee in the District office or office designated by the District Administrator and shall contain pertinent information concerning the employee.

No materials may be removed or added to a personnel file without permission of the District Administrator or his/her designee, unless required by law. An employee shall have right to review the contents of his/her personnel file pursuant to provisions of the current employee handbook and in accordance with state and federal law.

LEGAL REF.: 103.13 - Wisconsin Statutes

CROSS REF.: Parkview Employee Handbook – Section 7: Employee Supervision & Evaluation – Personnel Files; Employee Access to Personnel Records, Retention of Records

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