

1 **Board Policies**

Blair-Taylor School District

2
3 **Series: 500**
4 **Section: 520**
5 **Policy #: 524**

PERSONNEL
GENERAL PERSONNEL POLICIES
PERSONNEL RECORDS

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9 Official employment records for each employee will be kept by the District Administrator's office.
10 These records may include qualifications for employment, notices of layoff or promotion, medical
11 records, disciplinary records, payroll and benefit information, references and other employee
12 information deemed important.

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14 **OPEN TO EMPLOYEE:** The Superintendent will allow inspection of employee records by the
15 employee within 3 working days of a written request by the employee. The request may call for
16 an inspection of records by the employee or by a designated representative named by the
17 employee. Records will be made available for viewing during the normal working day and will not
18 removed from the district office. A request to view records may be made no more than twice in a
19 calendar year.

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21 **PERSONNEL RECORD CORRECTION:** If an employee disagrees with any information
22 contained in their personnel records, a removal or correction may be agreed upon by the
23 employee and the superintendent. If an agreement cannot be reached, the employee may submit
24 a written statement explaining his/her position. The superintendent will attach the employee's
25 statement to the disputed portion of the record.

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27 **EXCEPTIONS:** The right of an employee or the employee's designated representative to inspect
28 his or her personnel records does not apply to:

- 29 a. Records relating to the investigation of possible criminal offenses committed by the
30 employee.
- 31 b. Letters of reference for the employee.
- 32 c. Any portion of a test document, except that the employee may see a cumulative total test
33 score for either a section of a test document or for the entire test document.
- 34 d. Materials used by the employer for staff management planning, including judgments or
35 recommendations concerning future salary increases.
- 36 e. Information of a personal nature about a person other than the employee if disclosure of
37 the information would constitute a clearly unwarranted invasion of the other person's
38 privacy.
- 39 f. Records relevant to any other pending claim between the employee and the district which
40 may be discovered in a judicial proceeding.

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42 **COPIES OF RECORDS:** The employee may request a copy of all or part of their record. If
43 requested, the page or pages will be copied for the employee at a cost of .10 per copy.
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47 **LEGAL REFERENCE: S. 103.13 Wis. Stats.**

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49 **First Reading: 10/7/91**

Adopted: 10/21/91
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Amended 01-18-10

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53 **Clerk:** _____