



PERSONNEL RECORDS

A personnel file shall be maintained for each District employee. To the extent required by applicable law, employee medical records shall be maintained separately from an employee's other personnel records.

An employee has the right to review his or her personnel file consistent with the parameters set forth in the Employee Handbook.

Personnel records shall be released to third parties only in accordance with relevant law.

Legal Reference(s): Wisconsin Statutes, Chapter 19, Chapters II, IV, Access to Public Records
Section 103.13, Records Open to Employee
Section 146.81-.84, Patient Health Records
Section 252.15, Restrictions On Use of HIV Test

Federal Statute(s): Americans with Disabilities Act of 1990
Health Insurance Portability and Accountability

Cross Reference(s): Employee Handbook: Part I, Applicable to All Staff
Section 2.27, Personnel Files

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