

MENOMINEE INDIAN SCHOOL DISTRICT

POLICY #526

PERSONNEL RECORDS

A personnel file shall be maintained for each employee and shall contain the application, credentials, transcripts, references and other pertinent information concerning the employee. Personnel files shall be maintained in the Central District Office.

Individual personnel records shall be maintained in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of his/her personnel file pursuant to provisions in the current employee agreement(s) and/or state and federal law and established procedures.

LEGAL REFERENCES: Section 103.13 Wisconsin Statutes
Chapter 19, Subchapter II and IV
Americans with Disabilities Act of 1990

CROSS REF.: 523.1 Staff Physical Examinations
822 Rule, Access to Public Records
Procedures
Employee Agreements

APPROVED: February 7, 2011