



POLICY

Title: EMPLOYEE RECORDS	Code: C2000-1
Authority: Wis. Stat. s. 103.13; Board Minutes, 12/13/72, 12/18/18	Original Adoption: 12/13/72 Revised/Reviewed: 11/2/18 Effective: 12/18/18

The district administration shall maintain employee records, including but not limited to any personnel documents which are used or have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. Such records shall be subject to inspection by the employee or the employee's representative in accordance with applicable state law.

Employee records shall be maintained in accordance with the district's record retention policy.