



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Personnel Records

A personnel file shall be maintained for each employee and shall contain such information as application, credentials, transcripts, references and other pertinent information concerning the employee. Personnel files shall be maintained in the district office. Separate files shall be maintained for employee medical examination forms. Such files shall be treated as confidential medical records.

Individual personnel records shall be considered confidential documents and shall be subject to examination and review only as provided by the established rules protecting their confidentiality. An employee shall have the right to review the contents of his/her personnel file pursuant to provisions outlined in the current employee agreement(s) and/or state law.

LEGAL REF.: Section 103.13 Wisconsin Statutes

CROSS REF.: River Valley All Staff Employee Handbook

APPROVED: June 8, 1989

REVISED: August 8, 2019

APPROVED: September 12, 2019