

SCHOOL DISTRICT OF BAYFIELD

PERSONNEL RECORDS

The District Administrator is responsible for maintaining and managing the personnel file of each district employee in accordance with state and federal laws and regulations.

Personnel files will be maintained in the District Office. The District Administrator has overall responsibility for preserving the confidentiality of employee files.

The District Administrator may designate District Office employees as record managers. The record managers are responsible for granting access to records and maintaining the records according to Board policy, state regulations and negotiated agreements.

LEGAL REFERENCE: Section 19.21 – 19.39 Wis. Stats.

APPROVED: January 14, 2008