



<p align="center">Policy Title Personnel Records</p>	<p align="center">Original Adoption Date 7/20/1972</p>	<p align="center">Policy Number HR-174</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Chief Human Resources Officer</p>	
<p align="center">Policy Statement</p> <p>It is the policy of Lakeshore Technical College to maintain a personnel file with certain records on each employee as it relates to employment. The employee's right to privacy will be maintained.</p> <p>Each employee is allowed to inspect and make copies of his or her personnel records with certain statute exceptions. Exceptions include records relating to the investigation of possible criminal offenses committed by the employee, letters of reference, test documents (other than test scores), staff planning materials, information of a personal nature about a person other than the employee if disclosure of the information would constitute a clear invasion of the other person's privacy, and records relevant to any other pending claim between the employer and employee which may be discovered in a judicial proceeding.</p> <p>All external requests for personnel information concerning applicants for employment, current employees, and former employees shall be directed to the Human Resources Department. The Human Resources Department will release information in response to written requests only and only after obtaining the written consent of the individual who is the subject of the inquiry. However, the Human Resources Department may verify the following information without first obtaining the consent of the individual involved: employment dates, position held, wage and salary information, and location of job site.</p> <p>Access to personnel files is on a need-to-know basis. Individuals who would have a legitimate need to inspect personnel records include the district president or designee; the Chief Human Resources/Affirmative Action Officer; authorized WTCS Faculty Quality Assurance System (FQAS) staff; and auditors.</p> <p>Employees are responsible for keeping up-to-date personnel records and will notify the Human Resources Department immediately when any of the following information has changed: name, address, telephone number, marital status, number of dependents, and beneficiary designations.</p> <p>The Human Resources Department will follow the official employment records retention schedule. When an employee terminates employment, the retention is as follows: Personnel electronic records will be retained for eight years after separation of employment at which time the personnel file will be deleted.</p>		
<p align="center">Reason for Policy</p> <p>Each personnel file will contain only such information as is needed by the college in conducting its business or as required by federal, state, or local law. This information normally includes application data, certification materials, testing materials, letters of commendation, wage and benefit information, and disciplinary records.</p>		
<p align="center">Cross References and Legal Review</p>		



Lakeshore Technical College
Official Policy

Reviewed/Revised: 3/19/81; 11/16/89; 8/21/91; 5/19/93; 9/21/94; 7/1/02; 12/18/08; 4/10/15;
12/04/15

Wisconsin Statutes, Section 103.13

Legal Counsel Review and Approval: N/A

Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.F. Asset Protection

Definitions