

Policy No. 2.11 **Personnel and Payroll Records**
Date of Issuance: **May 17, 2012**
Revision Date:

This policy explains where various employee records are kept. It also explains an employee's rights in examining the contents of her/his personnel and/or medical file.

1. Personnel Records

A. Confidentiality

A personnel file will be maintained for every employee and will contain records relevant to the employee's position in the Town. Such records shall include, but not be limited to the following:

- (1) Application and references
- (2) Performance appraisal records
- (3) Termination interview record
- (4) Home Address and telephone number
- (5) Emergency contact information
- (6) Disciplinary documentation

2. Medical Records

- A. All employee medical information will be maintained on separate forms in a separate file and treated as a confidential medical record to meet ADA requirements.
- B. All employees shall provide for the release of health documentation if necessary to determine continued physical or mental fitness to perform essential job functions.

3. Accessibility of Records

- A. Personnel records shall be maintained by the Town Administrator and will be held in the strictest confidence except as provided below:
 - (1) In accordance with Wis. Stats. s. 103.13, any employee may request, in writing, to inspect their personnel file, including medical records.
 - (2) All requests to access an employee's file must be in writing and access will only be given with the employee's written consent.

- (3) Department Heads shall have access to personnel files of employees under their supervision.
- (4) Consent shall not be required in cases involving court orders.
- (5) Access to medical records may be available to department heads for the purpose of providing emergency first aid to an employee or to provide that employee with reasonable accommodations in the event of a disability.

4. Payroll Records

The Town Clerk/Treasurer will maintain all payroll records. Those records shall include cumulative records of regular and overtime hours worked, vacation and sick leave accrued and used, payroll deductions and other related information.

- A. Town employees are paid on a bi-weekly payroll system. Each period covers fourteen (14) calendar days. There are 26 pay periods in one year. The pay vouchers will be distributed to each department on the Friday following the end of the pay -period. When payday falls on an official holiday, vouchers will be issued the preceding workday.
- B. All employees shall be responsible for notifying their supervisor or Town Clerk/Treasurer of any changes which affect their employment or benefit status, such as name, address, telephone number, marital status, number of dependents, insurance coverage, and arrest or conviction of any violation of state or federal law.

5. Recording of Time

Time sheets must be completed and submitted to the Town Clerk/Treasurer by 9:00 AM the Monday following the end of the pay period. Time must be entered to the nearest quarter (1/4) hour and reflect lunch breaks and other absences. Modifications or additions submitted after the Monday deadline will be reflected on the following paycheck.

6. Mailing Payroll Funds Via Direct Deposit

All employees shall participate in a direct payroll deposit plan by designating one bank account to receive said funds.

7. Final Payroll Funds Due Employee Via Direct Deposit

- A. Any employee who has retired, resigned, or been dismissed from the Town shall be paid for all hours worked up to and including his last day of employment including regular and over time compensation.
- B. Upon termination, an employee will be paid for any vacation earned but not taken prior to the termination date, as well as any unused comp time (hourly employees only).
- C. Treatment of an employee's contributions to the Wis. State Retirement Fund will be determined by the options open to an employee under fund rules in effect at the time of termination.
- D. The final payroll funds shall not be given to the employee until:
 - (1) A separation checklist, if applicable, of items and equipment issued has been sent by the employee's supervisor to the Town Clerk/Treasurer. All Town employees leaving the service of the Town shall be responsible for returning any Town property that they may have in their possession. For sworn personnel all uniforms and equipment owned by the Town must be returned before the final paycheck will be issued.