disabilityrights WISCONSIN
Protection and advocacy for people with disabilities.

Daim Ntawv Muaj Tseeb: Kev Ua Hauj Lwm Sau Tseg Cov Lus Nug Tas Li

Qhov kev pab cuam ntaub ntawv no yog siv los pab sawv cev tus kheej rau cov neeg xiam hoob khab (disabilities). Tsis muaj qhov sau no yuav to taub siv los hais plaub ntug. Xav paub kev meej tshaj no rau kev tswv yim, thov nrog ib tug kws lij choj tham.

Daim ntawv (employment record) yog dab tsi?

Koj daim ntawv (employment record) muaj cov ntaub ntawv txoj kev txais ua hauj lwm, kev raug nplua hauj lwm, kev ntsuam xyuas ua hauj lwm, thiab ntau yam ntxiv. Nws tsis muaj tej yam ntaub ntawv tseem tseem ceeb zoo li kev ntsuam xyuas tus kheej (background check) los sis ntsuam xyuas yeeb tshuaj los sis tej yam ntaub ntawv tiv thaiv los ntawm (nqaij taw, haiv neeg twg, poj niam txiv neej, kev xiam hoob khab), uas yog muab khaws tseg cia tas haj.

Puas kam cia kuv pom kuv daim ntawv (employment record)?

Nyob rau hauv xeev (Wisconsin) tsab cai, tus tswv hauj lwm yuav tsum cia tus neeg ua hauj lwm pom lawv daim ntawv (employment record) yog nug txog li ob zaug twg rau li ib xyoos.[1] Thaum tus neeg ua hauj lwm nug txog lawm, tus tswv hauj lwm muaj xya hnub los pab nrog rau tus neeg ua hauj lwm nrhiav lub fwj tsam los saib los sis luam ib daim rau nws.

[1] Wis. Stat. § 103.13(2).

Vim li cas kuv thiaj li xav thov kuv daim ntawv (employment record) no?

Paub tias muaj dab tsi nyob rau hauv koj daim ntawv (employment record) yuav pab rau koj yog txiav txim siab txog kev foob koj tus tswv hauj lwm.

Kuv yuav xav thov kuv daim ntawv (employment record) no li cas?

Nws yog ib qhov tias koj yuav thov rau kev sau ntawv tuaj qhia. Kuv muaj cai siv ib daim qauv los sis sau koj tus kheej xwb.

Tus tswv hauj lwm puas muaj cai tsib nqe (charge) rau daim ntawv (employment record) no?

Yog koj xav tau ib daim ntawv (employment record) no, koj tus tswv hauj lwm muaj cai tsib nqe rau kev luam daim ntawv (file) no.

Yog tias kuv tsis pom zoo nrog rau ib yam dab tsi kuv pom nyob rau hauv kuv daim ntawv (employment record)?

Yog koj tsis pom zoo nrog ib yam dab tsi nyob rau hauv kuv daim ntawv (employment record), koj muaj cai nug koj tus tswv hauj lwm kom nws muab kho rau los sis kom nws muab tshem tawm cov ntaub ntawv ntawd. Yog koj tus tswv hauj lwm tsis pom zoo los sis kev hloov ntawm cov ntaub ntawv; koj muaj cai sau ib daim ntawv piav txog vim li cas cov ntaub ntawv thiaj tau hloov los sis tshem tawm; tias daim ntawv yuav lo sib qhov nyob rau ntawd yuav los rau koj kev hauj lwm (employment record) tseg cia.

Kuv puas pom tag nrho txhua yam nyob rau hauv kuv lub hnab (file)

Tsab cai no yuav cuam tshuam rau cov tswv hauj lwm uas tsis khaws ntaub ntawv personnel records). Ntxiv ntawd, qhov kev yuav tsum paub ntawm ib tug neeg ua hauj lwm daim ntawv (employment record) yuav tsis suav:

- Cov ntaub ntawv zwm tseg (records) uas yog tseem tshwb fawb tej zaum txaum cai (criminal offenses) los ntawm tus neeg ua hauj lwm.
- Cov ntawv qhuas (letters of reference) txog tus neeg hauj lwm ntawd.
- Ib qhov ntaub ntawv ntsuam xyuas (test), txawm koj muaj cai saib cov lej nqe ntawd.
- Cov ntaub ntawv siv rau cov neeg hauj lwm npaj, suav ntxiv kev pom zoo txog kev nce nyiam los sis muab khoom plig, thiab sau lus txog kev ua hauj lwm los sis nce hauj lwm tshiab.
- Kev ntaub ntawv tus kheej uas muaj tshwm sim rau lwm tsis nws ua hauj lwm.[2]

[2] Wis. Stat. § 103.13(6)(a-g).

Yuav ua li cas yog tias kuv tus tswv hauj lwm tsis kam rau kuv saib kuv daim ntawv (employment record) ntawd?

Yog koj tus tswv hauj lwm tsis kam rau koj, koj muaj cai foob ib daim ntawv tsis txaus siab mus nrog pem lub hoob kas (Wisconsin Department of Workforce Development's Equal Rights Division).[3]

Ua ntej koj yuav ua li ntawd, tiam sis, koj yuav tsum xav txog puas muaj lwm tus neeg nyob hauv koj lub koos haum ua kuv hu tau rau. Piv txwv, yog tias koj xa daim ntawv thov ntawd mus rau koj tus nai saib ntawd, koj yuav tsum thov dua, nyob kev sau ntawv, rau koj tus tswv hauj lwm lub (Human Resources Department).

Kuv tus tswv hauj lwm puas chim rau kuv yog tias kuv xav thov saib kuv cov ntaub ntawv sau tseg (file)?

Koj muaj cai los saib koj daim ntawv hauj lwm sau tseg yog tiv thaiv los ntawm xeev txoj kev li kev cai. Yog koj xav tias koj tswv hauj lwm ua kev pauj (retaliating) saib tsis taus koj rau qhov kev thov daim ntawv (file) no, sau tseg cia ua li cas thiab hu rau ib tug kws lij choj los sis lwm tus hais sawv cev koj txog qhov teeb meem no.

[3] Rau cov ntaub ntawv txoj kev foob tsis txaus siab nrog lub hoob kas (Equal Rights Division), mus saib rau: www.dwd.wisconsin.gov/er/laborstandards/complaintprocess.htm

Daim Qauv Ntawv Sau rau Kev Thov Daim Ntawv (Employment Records)

Nram qab no yog ib qhov piv txwv txog kev suav ntxiv nyob hauv ib daim ntawv kev thov thiab tsis yog yuav siv los ua kev sib foob.

English

[Hnub Tim ntawm Tsab Ntawv]

[Txoj Kev Yuav Xav Tsab Ntawv (Xa Email / Xa U.S. Mail / Nqa Mus Rau (Hand Delivered, etc.)]

[Tswv Hauj Lwm Npe]
[Tswv Hauj Lwm Chaw Nyob]

Re: Request for Employment Records for [Koj Lub Npe]

Dear Mr./Ms./Mx. [Tswv Hauj Lwm Npe]:

I am writing to request a copy of my employment records maintained by [Tswv Hauj Lwm Npe], pursuant to Wisconsin's Open Personnel Records Law (Wis. Stat. § 103.13).

Please provide these documents or a written response within seven business days. If you have any questions about my request, you can contact me in writing or by phone.

Thank you for your attention to this matter.

Sincerely,

[Koj Npe]
[Koj Tus Xov Tooj / Tus Email]

HMoob

[Hnub Tim ntawm Tsab Ntawv]

[Txoj Kev Yuav Xav Tsab Ntawv (Xa Email / Xa U.S. Mail / Nqa Mus Rau (Hand Delivered, etc.)]

[Tswv Hauj Lwm Npe]
[Tswv Hauj Lwm Chaw Nyob]

Re: Kev Thov Daim Ntawv (Employment Records) rau [Koj Lub Npe]

Hawm Txog Mr./Ms./Mx. [Tswv Hauj Lwm Npe]:

Kuv sau tsab ntawv no tuaj ua kev thov ib daim luam ntawm kuv kev hauj lwm (employment record) tau los ntawm tus [Tswv Hauj Lwm Npe], nyob hauv tsab cai xeev (Wisconsin's Open Personnel Records Law) (Wis. Stat. § 103.13).

Thov pab muab cov ntaub ntawv no los sis sau teb tuaj nyob rau xya hnub lag luam tuaj no. Yog koj muaj lus txog kev thov, koj sau ntawv los sis hu xov tooj.

Ua tsaug rau koj tseem pab saib xyuas kuv qhov no.

Meej Xeeb,

[Koj Npe]
[Koj Tus Xov Tooj / Tus Email]