



Administrative Procedure 402

PERSONNEL RECORDS

Background

Orderly administration of the District requires the compilation of information about all employees.

An employee file is maintained for each District employee. These files are maintained by Human Resources personnel and are considered confidential. Release of information contained in an employee file is subject to legal proceedings, the [Freedom of Information and Privacy Act](#), and the [Personal Information Protection Act](#).

Procedures

1. The employee's personnel file may contain:
 - 1.1 Pre-employment materials, including correspondence associated with the applications, curriculum vitae, transcripts, letters of reference and placement documents.
 - 1.2 Copies of letters relating to District actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc.
 - 1.3 Correspondence between the employee and District office.
 - 1.4 Materials respecting professional development and performance.
 - 1.5 Materials used for payroll purposes.
2. A personnel file shall not contain any anonymous items.
3. Upon request to the Director of Human Resources, the employee, or his/her duly authorized representative shall have the right to examine the contents of his/her personnel file.
4. Such examination shall be in the presence of the Director of Human Resources. The employee shall not be allowed to remove the personnel file, or any original part thereof, from the District office.
5. The information contained in the files is confidential. Access to personnel files will be limited to:
 - 5.1 Director of Human Resources
 - 5.2 Secretary-Treasurer

- 5.3 Superintendent
 - 5.4 Assistant Superintendent
 - 5.5 Any supervisory staff for employees who fall within their supervisory scope; and
 - 5.6 The employee, upon request to the Director of Human Resources, as noted in section 3.
- 6. The employee shall have the right to include written comments on the accuracy of the meaning of any of the contents of the personnel file.
 - 7. The employee may add relevant documents to the file.
 - 8. Information regarding any District employee is only to be provided when the employee has requested such information be supplied or the employee has given the District written consent for disclosure, or the District is required by law to divulge requested information.
 - 9. Information such as address, telephone number and work location will not be provided other than what is required by collective agreements. The Director of Human Resources will contact employees in order to forward requests for contact from outsiders.
 - 10. Employees or former employees may authorize the release of salary and other employment-related information to specified businesses and lending institutions.

Reference: Sections 22, 65, 85 School Act
Employment Standards Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Collective Agreements

Adopted: December 3, 1973
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