

## ADMINISTRATIVE PROCEDURE NO. 417

### PERSONNEL RECORDS

#### Background

The Division is required, under the Employment Standards Act, to maintain accurate and current employment records. The Division believes that the efficient operation of the Division requires that personnel files be maintained for each employee. The Division also believes that such records are to be accurate and retained in a secure manner.

Personnel records will be established and maintained in accordance with the requirements of the Employment Standards Act and the Freedom of Information and Protection of Privacy 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 Division actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, evaluations, etc.
  - 1.3 Correspondence pertaining to the employee.
  - 1.4 Materials respecting professional development and performance.
2. A personnel file shall not contain any anonymous items.
3. All personnel records shall be stored in secure locations.
4. Access to personnel records, disclosure of personal information, and storage of records shall be in accordance with the Employment Standards Code, the Freedom of Information and Protection of Privacy Act, and Division procedures.

Access to personnel files is restricted to the Superintendent or designate.

Upon request to the Superintendent or designate, the employee, or his/her duly authorized representative shall have the right to examine the contents of his/her personnel file. Such examination shall be in the presence of the Superintendent or designate. The employee shall not be allowed to remove the personnel file, or any original part thereof, from Division office.

The employee shall have the right to include written comments regarding the employee's perception of the accuracy of the meaning of any of the contents of the personnel file.

The employee may add relevant documents to the file.

5. The retention and disposal of personnel records shall be in accordance with the Employment Standards Act, the Freedom of Information and Protection of Privacy Act, and Division procedures.

Reference: Section 52,53,222 of the Education Act  
Freedom of Information and Protection of Privacy Act  
Access to Information Bulletin 3.2.5  
Employment Standards Code  
Labour Relations Code