

Administrative Procedure 402

PERSONNEL RECORDS

Background

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

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 Superintendent or designate, 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 Superintendent or designate. The employee shall not be allowed to remove the personnel file, or any original part thereof, from the District Office.
5. Access to personnel files is restricted to the Superintendent or designates.
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. In response to requests for information on employees the District Human Resources may provide verification of employment and length of service, but additional information on employees is to be provided only on the written instruction of the employee and to the extent authorized by the employee, except as required by law.

9. Information such as address, telephone number and work location will not be provided. The Personnel Office 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
Collective Agreements

Administrative Procedure 402 – Appendix

RETENTION OF PERSONNEL RECORDS

The following procedures shall be used with respect to personnel files retention.

1. Regular Files

- 1.1 As indicated in Administrative Procedure 402, the personnel file containing records and data for an employee shall be retained indefinitely. This file will include initial application, payroll and benefit information, performance reviews, relevant correspondence, etc.
- 1.2 One (1) year after discontinuance of employment with the District, material in the regular file will be stored electronically, with a duplicate copy. Prior to electronic storage, the file will be reviewed to ensure relevance, or to ascertain if any material is to be transferred to the Restricted Confidential File described below.
- 1.3 Unless "currently active", all personnel file information shall be kept in one (1) secure file in the Personnel Office. Only duly authorized persons shall have access to the personnel files.
- 1.4 Contents of any file related to an employee which is kept at a building site, are to be reviewed annually to determine if any material should be kept permanently in the Personnel office file. When an employee leaves the site, any such file is to be destroyed.

2. Restricted Confidential Files

- 2.1 Where material is considered sensitive, may have legal implications, or for any other reason should have access more restricted than usual, persons dealing with the material shall ensure it is kept in a secure place.
- 2.2 All senior personnel are to review their files at the end of each school year for any such material which is no longer immediately active. The material must then be assembled in a Restricted Confidential File, to be kept in a secure and separate location in the Personnel Office. Only the Superintendent, Director of Personnel or Executive Secretary shall have access to this location.
- 2.3 Individual files in this location shall be sealed in a designated envelope, with labelled instructions authorizing opening only by the Superintendent or Director of Personnel. A record shall be kept with the envelope indicating date whenever opened, person opening, and date re-sealed.
- 2.4 Once material is no longer immediately active and has been placed in a Restricted Confidential File, all duplicate copies and electronic records in other locations are to be destroyed.
- 2.5 A standard "Memo to File" must be placed in the Regular File indicating that a Restricted Confidential File exists.

- 2.6 Where storage space becomes problematic and where the file is inactive, Restricted Confidential Files for employees who left the District five (5) or more years previously may be stored in a secure archives location.

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