

Administrative Procedure 410 PERSONNEL FILES

The Division is required to maintain accurate and current employment records in compliance with 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 such as curriculum vitae, transcripts, letters of reference, and other related documents;
 - 1.2 Copies of correspondence relating to the employee such as initial appointment, sabbatical leaves, leaves of absence, medical certification, administrative appointments, employment contract, and a copy of the employee's license if required for the position;
 - 1.3 Materials respecting professional development and performance, records of disciplinary matters/actions, investigative reports, evaluations and reprimands; and
 - 1.4 The employee may add relevant documents to the file and has the right to include written comments regarding the employee's perception of the accuracy or the meaning of any of the contents of the personnel file.
2. A personnel file shall not contain any anonymous items.
3. All employee personnel files are the property of the school Division.
4. Access to personnel files is restricted to the Superintendent or designate. Upon request to the Superintendent or designate, the employee, or duly authorized representative, shall have the right to examine the contents of the 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.
5. 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 the Division's policies and procedures.
6. The disposal of personnel records, or removal of specific items, shall be in accordance with the *Employment Standards Act* and the *Freedom of Information and Protection of Privacy Act*.
 - 6.1 An employee who wishes to have an artifact removed from his/her personnel file may make a written request to the Superintendent;

6.2 The Superintendent and the FOIP coordinator will make the decision.

Reviewed/Revised: March 2014, February 2016