



Administrative Procedure #305 - PERSONNEL RECORDS

Staff

PERSONNEL RECORDS

BACKGROUND

It is appropriate to collect personal information that relates directly to and is necessary for the operation of the school's programs and services. Information about employees shall be maintained in a secure manner and treated as confidential at all times. The superintendent is responsible for the implementation of this administrative procedure.

PROCEDURES

1. Personnel records are maintained primarily to provide an individual record of service.
2. An employee's personnel file shall contain:
 - 2.1 pre-employment materials, including correspondence associated with the application, and any other forms required by statute;
 - 2.2 employment contracts, new hire documentation (i.e. direct deposit information, tax forms, personal contact information, compliance forms etc.) and evaluation reports;
 - 2.3 correspondence between the employee and administrators;
 - 2.4 information respecting professional development and achievement; and
 - 2.5 statements signed by the employee, acknowledging inclusion or exclusion from benefit plans offer by the employer;
3. Confidential letters of reference received in relation to the appointment of an employee shall be confidential and shall not be shown to the candidate before or after his/her appointment.
4. Employees may review the contents of their personnel file, upon request to the superintendent. The superintendent or designate shall monitor the review of the file. The superintendent must approve any inclusion or deletion that results from this review.
5. Information contained in a personnel file shall not be made available to parties external to the school, except as authorized in writing by the employee, or as required by law. The employee shall receive notification when information is made available under this provision.
6. Personnel records for active employees shall be kept in secured files located at the board office.
7. Personnel records for inactive employees shall be maintained in accordance with the related Administrative Procedures.

Legal Reference: Charter of Rights Individuals' Rights Protection Act
Freedom of Information and Protection of Privacy Act

Approved: June, 2023