

EMPLOYEE RECORDS

Background

For the official purposes of the Division, the office of the Director will maintain a personnel file for each employee. The file is kept secure in the Division Office and is considered private and confidential. This file shall be available for examination by the employee in accordance with set procedures.

Procedures

1. Teacher personnel files are kept in accordance with Article 10 of the Provincial Collective Bargaining Agreement.
 - 1.1 Other employees may have access agreements in accordance with local contracts.
2. An examination of the personnel file is available upon written request by the employee to the Director or designate.
3. The designate official shall arrange an appointment with the employee during regular business hours. The designated official must be present.
4. The file contents examined may not be removed by the employee from the location of the examination but the designated official may provide a copy of any or all of the records to which the employee has been granted access.
5. Materials examined by the employee may not be amended or deleted without the approval of the Director.
6. There shall not be a fee for access to an employee's file.
7. An employee shall acknowledge the examination of information by signing a dated statement to that effect. This statement shall be retained in the employee's personnel file.
8. An employee may submit a written comment with respect to any entry in the file and such comment shall be attached to the relevant document and included in the file.
9. The presence of any document submitted in confidence shall be identified to the employee.
10. Confidence regulations are subject to compliance with the Local Authority Freedom of Information and Protection of Privacy Act.

Reference: Sections 65, 85, 87 Education Act
The Local Authority Freedom of Information and Protection of Privacy Act

Approved: September 7, 2018