

EMPLOYEE RECORDS

Background

The Division shall maintain an effective system for managing employee records.

Employee records must be maintained to ensure accuracy, accessibility and confidentiality.

Information regarding employee records is the property of the Division and is managed by the Division administration in the Human Resources Department.

Procedures

1. The employee record is to contain the following information, including any other relevant employment information relating to the employee.
 - 1.1 Personal identifying information.
 - 1.2 Contractual and employment arrangements.
 - 1.3 Prior training and experience.
 - 1.4 Payroll data.
 - 1.5 Health information (relevant to the workplace).
 - 1.6 Correspondence between the Division and the employee.
 - 1.7 Data legally required by other government agencies.
 - 1.8 Written evaluations as provided for in Division administrative procedures. Letters of commendation, complaints, performance, competence, reprimand, discipline, or other similar topics, must be included in the employee's personnel file at Division Office.
2. The Superintendent shall insure that the information specified in Guideline 1 is gathered and maintained. The Superintendent shall determine the procedures to obtain necessary consent, and identify the appropriate Division officials who may have access to employee information.
 - 2.1 Information contained in an employee's personal file shall not be made available to parties or persons external to the Division, 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.
 - 2.2 Access to the employee's personal information will be limited to Division

Office administrators and personnel and the employee's immediate supervisor, to conduct division business or operations.

3. An employee shall have the right to examine the contents of his/her personal file upon request to the Human Resources Department. The Division form entitled "Request to Access Information" must be completed in order to arrange an appropriate time for this file review.
 - 3.1 Such examination shall be in the presence of the Human Resources official or designate. The employee shall not be permitted to remove his/her personal file, or any part thereof, from Division Office. Upon written request using the Division form entitled "Request to Access Information", the employee shall be able to obtain copies of any of the documents included in the employee's personal records.
4. The Secretary-Treasurer is responsible for the maintenance, security access and a record of access for employee records according to guidelines set by the Superintendent, except for the information described in Guideline 1.8 above.
5. The Superintendent is responsible for the maintenance, security, access and a record of access of the information described in Guideline 1.8 above.
6. The employee shall have the right to request the Superintendent to include in his/her personal file, his/her written comments on the accuracy of the meaning of any of the contents of the personal file and to add relevant documents to the file.
7. There is no directive for site supervisors / principals to keep secondary employee files.
 - 7.1 If secondary employee files are kept at a Division site, these files should not include information that is not included in the employee's personnel file at Division Office unless that information is 'transitory' (i.e. non- evaluative).
 - 7.2 When an employee leaves a Division site, all secondary files must be destroyed by shredding.

Reference: Section 53, *Education Act*
Freedom of Information and Protection of Privacy Act