

EMPLOYEE RECORDS

Background

The District 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 District and is managed by the District 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 District and the employee.
 - 1.7 Data legally required by other government agencies.
 - 1.8 Written evaluations as provided for in District administrative procedures. Letters of commendation, complaints, performance, competence, reprimand, discipline, or other similar topics, must be included in the employee's personnel file at District 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 District 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 District, 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 District Office

administrators and personnel and the employee's immediate supervisor, to conduct district 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 District 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 District Office. Upon written request using the District 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 District site, these files should not include information that is not included in the employee's personnel file at District Office unless that information is 'transitory' (i.e. non- evaluative).
 - 7.2 When an employee leaves a District site, all secondary files must be destroyed by shredding.

Reference: Section 60, School Act

Freedom of Information and Protection of Privacy Act