

Administrative Procedure 401

PERSONNEL RECORDS**Background**

For the official purposes of the Division, Division Office shall maintain a personnel/payroll file on each employee.

Procedures

1. The employee's personnel/payroll file may contain:
 - 1.1 Pre-employment materials, including correspondence associated with the applications, curriculum vitae, transcripts, letters of reference, and placement documents.
 - 1.2 Copies of letters relating to Division actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, evaluations, etc.
 - 1.3 Correspondence pertaining to the employee.
 - 1.4 Materials respecting professional development and performance.
2. A personnel/payroll file shall not contain any anonymous items.
3. Upon request to the Superintendent or designate, the employee, or his/her duly authorized representative shall have the right to examine the contents of his/her personnel/payroll file. Such examination shall be in the presence of the Superintendent or designate. The employee shall not be allowed to remove the personnel/payroll file, or any original part thereof, from Division office.
4. Access to personnel/payroll files is restricted to the Superintendent or designate.
5. The employee shall have the right to include written comments regarding the employee's perception of the accuracy of the meaning of any of the contents of the personnel/payroll file.
6. The employee may add relevant documents to the file.
7. Requests for access to a personnel/payroll file, or to information contained in a personnel/payroll file, shall be dealt with in accordance with this administrative procedure and the Freedom of Information and Protection of Privacy Act to the extent that it may apply.

Reference: Section 60, 61, 113 School Act
Freedom of Information and Protection of Privacy Act
Access to Information Bulletin 3.2.5