

Administrative Procedures 405

Employee Records



Adopted: June 28, 2011

Amended: July 27, 2022

External References

- Education Act: Sections 85
- Local Authority Freedom of Information and Protection of Privacy Act
- Sun West Teacher Local Bargaining Agreement
- CUPE Local 4802 Collective Bargaining Agreement

Internal References

- Form 407-11 Change of Personal Information

Background

A personnel file is to be maintained for each employee in the Division. The file is to be located in the Division Office as a private and confidential record. All items contained in the file are to be with the knowledge of the employee.

The Human Resources Manager shall be responsible for the administration and maintenance of employee files as well as decision-making regarding access to employee information.

Procedures

1. Employee access to personnel files is permitted subject to the following:
 - 1.1 A request by an employee to view his/her file is to be directed to the Human Resources Manager or designate.
 - 1.2 Arrangements will be made for an appropriate time to view the file.
 - 1.3 The file is to be examined in the presence of the Human Resources Manager or designate.
 - 1.4 The file may not be removed from the Division Office.
 - 1.5 The employee may request duplication of any material contained in the file.
 - 1.6 The employee may request, in writing, correction of the personal information contained in the record if the person believes that there is an error or omission.
2. For purposes related to the administration and maintenance of existing or proposed activities or programs of the Division, access to employee information and files shall be given to the following:
 - 2.1 Authorized Human Resources staff;
 - 2.2 The immediate supervisor of an employee and those who have departmental authority over the employee, with the approval of the Human Resources Manager or designate.
3. Information contained in the personnel file should be current and relevant to employment and shall include the following:
 - 3.1 Application for employment including resume
 - 3.2 Emergency contact form
 - 3.3 Signed letters of acceptance of offers of employment
 - 3.4 Criminal Record and Vulnerable Sector checks and supportive documentation

- 3.5 Performance appraisal documentation, unless saved digitally in performance management software.
- 3.6 Disciplinary letters
- 3.7 Other relevant and important documents deemed necessary for employment records, i.e.
 - Payroll forms
 - Transcripts
 - Re-classification letters
 - Parental leave and long term leave requests
 - SEB plan application forms
4. Access to information on employees by any other person is subject to compliance with the Local Authority Freedom of Information and Protection of Privacy Act.