

# PERSONNEL FILES

## Background

Orderly administration of the District requires the compilation of information about all employees.

An employee file is maintained for each District employee. These files are maintained by Human Resources personnel and are considered confidential. Release of information contained in an employee file is subject to legal proceedings, the *Freedom of Information and Privacy Act*, and the *Personal Information Protection Act*.

## Procedures

1. The employee's personnel 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 District actions respecting the employee, including initial appointment, such as assignment changes.
  - 1.3 Correspondence between the employee and District Office.
  - 1.4 Materials respecting professional development and performance.
  - 1.5 Materials used for payroll/benefits purposes.
2. A personnel file shall not contain any anonymous items.
3. Upon request to the Director of Human Resources, the employee, or his/her duly authorized representative shall have the right to examine the contents of his/her personnel file.
4. Such examination shall be in the presence of the Director of Human Resources. The employee shall not be allowed to remove the personnel file, or any original part thereof, from the District Office.
5. The information contained in the files is confidential. Access to personnel files will be limited to:
  - 5.1 The Director of Human Resources;
  - 5.2 The Secretary Treasurer;
  - 5.3 The Superintendent;
  - 5.4 The Assistant Superintendent;

- 5.5 Any supervisory staff for employees who fall within their supervisory scope; and
- 5.6 The employee, upon request to the Director of Human Resources, as noted in section 3.
6. In response to requests for information on employees the Director of Human Resources may provide verification of employment and length of service, but additional information on employees is to be provided only on the written instruction of the employee and to the extent authorized by the employee, except as required by law.
7. Information such as address, telephone number and work location will not be provided unless otherwise specified in the collective agreement or by legislation. The Director of Human Resources will contact employees in order to forward requests for contact from outsiders.
8. Employees or former employees may authorize the release of salary and other employment-related information to specified businesses and lending institutions.

Reference: Sections 22, 65, 85 School Act  
Employment Standards Act  
Freedom of Information and Protection of Privacy Act  
Personal Information Protection Act  
Collective Agreements

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