



EMPLOYEE RECORDS

A personnel file is to be maintained for each employee in the North East School Division. The file is to be located in the human resources area of the division office as a private and confidential record. Only necessary information and documentation, including applications, is to be kept in the file. All items contained in the file are with the knowledge of the employee.

Each employee has the right of access to his/her file, as well as the right to seek correction of information contained in the file

PROCEDURES

1. The Superintendent of Human Resources shall be responsible for the administration and maintenance of employee files as well as decision-making regarding access to employee information.
2. Employee files can be in electronic or paper format.
3. 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* and ADMINISTRATIVE POLICY 708.
4. Employee access to personnel files is permitted subject to the following:
 - a. A request by an employee to view his/her file is to be directed to the appropriate supervisor.
 - b. The file is to be examined in the presence of the supervisor or designate.
 - c. The file may not be removed from the office.
 - d. Approval of the appropriate supervisor is necessary for an employee request for amendment, deletion, or copying of any material contained in the file.
 - e. The employee is to acknowledge the examination of the file by signing a dated statement to that effect.
5. Employees may consent to the disclosure of their personal information to a third party in which case written authorization signed by the employee shall be delivered to the Superintendent of Human Resources or designate before disclosure is made.
6. 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:
 - a. authorized Human Resources staff;
 - b. the immediate supervisor of an employee and those who have departmental authority over the employee, with the approval of the Superintendent of Human Resources or designate;



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- c. administrative staff to whom the employee has been referred by Human Resources as a candidate for a position vacancy;
- d. members of Executive Council.

Once an employee's employment has terminated, Human Resources is not required to release any information.

7. The Superintendent of Human Resources may refuse to disclose to an individual personal information that is evaluative or opinion material compiled solely for the purpose of determining the individual's suitability, eligibility, or qualifications for employment or promotion.
8. An individual who has access to a record that contains personal information with respect to himself or herself is entitled to:
 - a. request, in writing, correction of the personal information contained in the record if the person believes that there is an error or omission;
 - b. require that a notation be made that a correction was requested but not made.
9. Information to be contained in employee files should be current and relevant to employment and would be limited to the following:
 - a. Application for employment (if applicable)
 - b. Current resume
 - c. Medical information form (if applicable)
 - d. Verifications of social insurance number card and birth certificate.
 - e. Signed letters of acceptance of offers of employment.
 - f. Criminal Records Checks and supportive documentation.
 - g. Department authorizations of employment.
 - h. Annual supervision reports
 - i. Performance appraisal forms.
 - j. Disciplinary letters (subject to any limitations that may be present in collective agreements).
 - k. Other relevant and important documents deemed necessary for employment records such as (but are not limited to):
 - payroll memos
 - transcripts
 - reclassification forms
 - parental leave and long-term leave requests
 - SEB plan application forms
 - change of status forms
 - notification of change of name
10. Employee files, whether electronic or paper, will be maintained for a period of time and will be destroyed in accordance to ADMINISTRATIVE POLICY 708.

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