Administrative Procedure 425

EMPLOYEE PERSONNEL RECORDS

Background

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

Employees have the right to access their file, as well as the right to seek correction of information contained in the file.

Procedures

1. Personnel File Contents
   1.1 All items in a personnel file shall be there with the knowledge of the employee.

2. Access to Personnel File
   2.1 Access to personnel files is permitted subject to the following:
      2.1.1 A request by an employee to view his/her file shall be directed to the Director.
      2.1.2 The file shall be examined in the presence of the appropriate supervisor.
      2.1.3 The file may not be removed from the office.
      2.1.4 Approval of the appropriate supervisor is necessary for an employee request for amendment, deletion, or copying of any material contained in the file. This request shall be responded to in accordance with the LAFOIPP
      2.1.5 The employee is to acknowledge the examination of the file by signing a dated statement to that effect.
      2.1.6 Access is limited within the Division Office to payroll and human resources staff and supervisors on a need to know basis.
      2.1.7 Access to information on employees by any other person is subject to compliance with LAFOIPP.

Reference: Section 22, 65, 85, 87, 108, 109 *The Education Act, 1995*
Local Authorities Freedom of Information Protection of Privacy Act

Approved: May 12, 2014