



PERSONNEL RECORDS

Background

For the official purpose of the district, the school board office shall maintain a personnel file on each employee. The district will ensure that records in its possession are kept in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).

Procedures

1. The employee's personnel file should contain:
 - 1.1 Pre-employment materials, including correspondence associated with the applications, curriculum vitae, transcripts, reference letters, and placement documents.
 - 1.2 Copies of letters relating to district actions with respect to the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc.
 - 1.3 Official correspondence between the employee and the district.
 - 1.4 Materials related to professional development and the employee's performance.
 - 1.5 Materials used for payroll purposes.
 - 1.6 Other relevant employment information.
2. A personnel file shall not contain any anonymous items.
3. Personnel records are considered confidential and will be available only to authorized personnel, the employee or their authorized representative, or to legal authorities under proper subpoena.
4. The employee, or their duly authorized representative, shall have the right to examine the contents of their personnel file. Excluded or administrative staff requests should be made through the secretary-treasurer and teaching or support staff requests should be made through the director of human resources. Upon request to the secretary-treasurer or director of human resources, the employee or their duly authorized representative shall have the right to examine the contents of their personnel file in the presence of a member of the human resources and/or business services department, as designated by either the secretary-treasurer or director of human resources, during regular working hours.
5. The employee, or their duly authorized representative, shall not be allowed to remove the personnel file, or any original part thereof, from the school board office.
6. The employee shall have the right to include written comments on the accuracy of the meaning of any of the contents of the personnel file.
7. The employee may request to have relevant documents added to their personnel file.

8. Information such as address, telephone number and work location is confidential and is not to be provided. The human resources department will contact employees in order to forward requests for contact from outsiders.
9. Employees or former employees may authorize the release of salary and other employment-related information.
10. In response to requests for information on employees, the payroll department may provide verification of employment and length of service to specified businesses and lending institutions as authorized by the employee (SD72 Form 420-1). Additional information on employees is to be provided only by the human resources department on the written instruction of the employee and to the extent authorized by the employee, except as required by law.

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

Related Form: [SD72 Form 420-1 Employee Authorization to Release Information](#)



RETENTION OF PERSONNEL RECORDS

The following procedures shall be used with respect to personnel files retention.

1. Regular Files

- 1.1 As indicated in operational procedure 420, the personnel file containing records and data for an employee shall be retained indefinitely. This file will include initial application, payroll and benefit information, performance reviews, relevant correspondence, etc.
- 1.2 One (1) year after discontinuance of employment with the district, material in the regular file will be stored electronically. Prior to electronic storage, the file will be reviewed to ensure relevance, or to ascertain if any material is to be transferred to the restricted confidential file described below.
- 1.3 Unless 'currently active', all personnel file information shall be kept in one (1) secure file in the human resources department. Only duly authorized persons shall have access to the personnel files.
- 1.4 Contents of any file related to an employee which is kept at a building site, are to be reviewed annually to determine if any material should be kept permanently in the personnel file. When an employee leaves the site, any such file is to be destroyed.

2. Restricted Confidential Files

- 2.1 Where material is considered sensitive, may have legal implications, or for any other reason should have access more restricted than usual, persons dealing with the material shall ensure it is kept in a secure place.
- 2.2 All senior personnel are to review their files at the end of each school year for any such material which is no longer immediately active. The material must then be assembled in a restricted confidential file, to be kept in a secure and separate location in the human resources department. Only the secretary-treasurer, director of human resources or executive administrative assistant shall have access to this location.
- 2.3 Individual files in this location shall be sealed in a designated envelope, with labelled instructions authorizing opening only by the secretary-treasurer or director of human resources. A record shall be kept with the envelope indicating date whenever opened, person opening, and date re-sealed.
- 2.4 Once material is no longer immediately active and has been placed in a restricted confidential file, all duplicate copies and electronic records in other locations are to be destroyed.

- 2.5 A standard 'memo to file' must be placed in the regular personnel file indicating that a restricted confidential file exists.
- 2.6 Where storage space becomes problematic and where the file is inactive, restricted confidential files for employees who left the district five (5) or more years previously may be stored in a secure archives location.

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