

PERSONNEL RECORDS

Background

In collaboration with the Superintendent, the Human Resources Department will maintain a personnel file on each employee.

Procedures

1. The employee's personnel file may contain:
 - 1.1 Pre-employment materials, including correspondence associated with the applications, resume/curriculum vitae, transcripts, letters of reference, and placement documents.
 - 1.2 Copies of letters relating to Division actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments.
 - 1.3 Correspondence between the employee and Division Office.
 - 1.4 Materials respecting professional development and performance.
 - 1.5 Materials used for payroll purposes.
2. A personnel file will not contain any anonymous items.
3. Upon request to the Superintendent, the employee, or their duly authorized representative will have the right to examine the contents of their personnel file.
 - 3.1 Such examination will be in the presence of the Superintendent.
 - 3.2 The employee will not be allowed to remove the personnel file, or any original part thereof, from Division Office.
4. Access to personnel files is restricted to the Superintendent.
5. The employee will have the right to include written comments on the accuracy of the meaning of any of the contents of the personnel file.
6. The employee may add relevant documents to the file.
7. Requests for access to a personnel file, or to information contained in a personnel file, will be dealt with in accordance with this Administrative Procedure and the Freedom of Information and Protection of Privacy Act to the extent that it may apply.

Reference: Section 33,52,53,68,197,204,222,225 Education Act
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act

Personal Information Protection Act
Canadian Charter of Rights and Freedom
Access to Information Bulletin 3.2.5
Administrative Records Disposition Authority by the Government of Alberta (ARDA)

Approved: November 2005
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