

PERSONNEL RECORDS

Background

The Division will maintain a confidential personnel file for each employee.

Procedures

1. A personnel file may contain some or all of the following items:
 - 1.1 Pre-employment materials, including correspondence associated with the applications, curriculum vitae, transcripts, letter of reference and placement documents.
 - 1.2 Copies of letters relating to Division action respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc.
 - 1.3 Copies of letters from the Principal or any outside agency with respect to the employee.
 - 1.4 Correspondence between the employee and Division administration as it relates to his/her employment relationship with the Division.
 - 1.5 Materials respecting professional development and achievement.
2. Personnel files contain personal information and are subject to the Freedom of Information and Protection of Privacy (FOIP) legislation.
3. Upon request to the Superintendent, the employee or his/her duly authorized representative, shall have the right to examine the contents of the employee's personnel file. Such examination shall be in the presence of the Superintendent, the Director of Human Resources, the Secretary Treasurer, or their designates.
4. The employee shall not be allowed to remove the personnel file or any part thereof, from the office.
5. Upon written request, the employee shall be able to obtain copies of any of the documents to which they have the right to examine.
6. A personnel file shall not contain anonymous items.
7. The employee shall have the right to have included in their personnel file their written comments on the accuracy of the meaning of any of its contents.
8. Information contained in a personnel file shall not be made available to parties external to the Division except as authorized in writing by the employee or as required by law.

9. Executive officers may present an oral or written summary of relevant information to prospective employers for reference purposes. Such summaries shall only contain factual information.
10. Where principals maintain files on the personnel under their jurisdiction, all the foregoing procedures also apply to such files.
11. The Superintendent, Secretary-Treasurer or Director of Human Resources shall have access to any personnel files maintained by the Principal or a school under their jurisdiction.

Adopted/Revised: JUN 2016/JUN 2019/NOV 2019/NOV 2022

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