



Policy Statement Background

Information about staff is critical to the operation of the division. Such information is required for efficient implementation of personnel policies and administrative procedures.

Procedures

1. The superintendent shall be responsible for maintaining and preserving the confidentiality of all personnel files.
2. A personnel file shall be maintained at the division office for each present and former employee containing the following:
 - 2.1 Previous employment history.
 - 2.2 Reference letters supplied by the employee.
 - 2.3 Records concerning compensation, in-service activities, and usage of benefits.
 - 2.4 Copies of all correspondence sent by the administrative officers of the division to the employee.
 - 2.5 A copy of every evaluative report.
 - 2.6 Copies of commendations and letters of appreciation.
3. Access to personnel files shall be limited to the superintendent, officials of the human resources department, the employee's immediate supervisor, and the employee.
4. An employee is entitled to access his/her personnel file in the following manner:
 - 4.1 Make a request to the human resources officer for access to the file.
 - 4.2 The human resources officers shall immediately make the entire file available to the employee.
 - 4.3 The employee may peruse the file and receive copies of any documentation that is included in it.



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Personnel Records

- 4.4 Should the employee wish to have a document or any item removed from the file, a request must be made in writing to the superintendent. The superintendent shall consider the request and advise the employee of the decision. The employee shall be advised that the decision of the superintendent may be appealed to the board under the terms of Board Policy 13 – Appeals.
5. An employee's immediate supervisor may access an employee's file in the following manner:
 - 5.1 The supervisor must advise the human resources officer of the reason for requesting access to the file.
 - 5.2 Should the human resources officer deny access, the supervisor may apply to the superintendent.
 - 5.3 If permission is granted, the supervisor may only peruse the file but may not copy or remove any item.