



PERSONNEL RECORDS

Background

The Division appreciates the sensitivity associated with the collection and storage of information about its employees and therefore requires that confidential personnel records be maintained for each employee.

Maintenance of such records will comply with the laws of Alberta and Canada, terms of the Collective Agreements, Terms of Employment and with Board policies and Division administrative procedures.

Procedures

1. Personnel records are maintained for the purpose of collecting information pertinent to such matters as offers of employment, applications for employment, job assignment, leaves of absence, performance appraisal and evaluation, payroll and benefits information, termination of employment, correspondence between the Board and the employee, and other information respecting staff development and/or achievements. Personnel records shall not contain anonymous items.
2. All criminal record check and child and youth intervention check documents must be securely stored within the personnel record. The collection and use of such mandatory checks will be for the stated purpose of determining the eligibility of an individual to work for the Division and will be in accordance with the requirements of the Freedom of Information and Protection of Privacy Act.
3. Access to personnel records is limited to only those employees of the Division who require the information contained in the file to perform their duties.
4. Personnel records shall be under the supervision of only authorized Division staff and must be kept locked in the file room except as authorized in (3) above.
5. An employee may have access to their own personnel record in the presence of authorized Division Office staff but must not remove the original record or any part thereof, from the Division Office.
6. Upon request, an employee can obtain copies of any document in their personnel records.
7. The employee shall have the right to have included in their personnel file written comments on the accuracy of the meaning of any of the contents of the file, and may add relevant documents to the file.
8. Division personnel shall not divulge, in any form, information contained in personnel records, except as required by law or with the written consent of the employee.



9. Personnel records shall be managed in accordance with Administrative Procedure 185 – Records Management.

Reference: Section 33, 52, 53, 68, 197, 204, 222, 225 Education Act
Freedom of Information and Protection of Privacy Act
Access to Information Bulletin 3.2.5