

## **EMPLOYEE RECORDS / FILES AND DISCLOSURE OF INFORMATION**

### **Background**

The district is responsible for establishing, maintaining and protecting employee records/ files/information to meet all operational, legal, tax and audit requirements and for physically destroying records no longer needed for any business reason.

### **Procedures**

1. All employee information is privileged and confidential. The right of every individual to privacy (as defined by the Freedom of Information and Protection of Privacy Act) will be recognized and protected. Employee information shall not be made available to parties external to the district, except as authorized in writing by the employee or as required or allowed by law.
2. A personnel file may contain some or all of the following items:
  - 2.1 Pre-employment materials, including correspondence associated with the applications, curriculum vitae, transcripts, letter of reference and placement documents;
  - 2.2 Copies of letters relating to District action respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc;
  - 2.3 Copies of letters from the Principal or any outside agency with respect to the employee;
  - 2.4 Correspondence between the employee and District administration as it relates to his/her employment relationship with the District; and
  - 2.5 Materials respecting professional development and achievement.
3. A personnel file shall not contain anonymous items.
4. The Director of Human Resources is responsible for the maintenance and access to employee personnel information. This includes data from the Human Resource System and employee benefit documentation. Approval for accessing Human Resources personnel files is determined by the Director of Human Resources.
5. The entire Human Resources file of an employee cannot be shared with principals/supervisors. Only relevant documents necessary to assist principals/supervisors in the performance of their duties, or in making an informed decision involving the management and administration of personnel may be disclosed. The following are sample

documents that may be disclosed to principals/supervisors, on a 'needs to know' basis, for the hiring of staff or monitoring of performance:

- Performance evaluations;
- Disciplinary letters;
- Letters and documents regarding attendance;
- Documents related to education/training/upgrading.

6. Upon written request to the Director of Human Resources, an employee or his/her duly authorized representative, shall have the right to examine the contents of their personnel file. Such examination shall be in the presence of the Director of Human Resources or other designated official.
  - 6.1 The employee shall not be allowed to remove the personnel file or any part thereof, from the office;
  - 6.2 Upon written request, the employee shall be able to obtain copies of any of the documents to which they have the right to examine; and
  - 6.3 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.
7. Information contained in a personnel file shall not be made available to parties external to the District except as authorized in writing by the employee or as required by law.
8. 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.
9. Private personnel files or notes maintained by supervisors related to their staff are confidential and must be protected under the FOIP Act.
10. Where an employee is transferred to another district school, or for any other reason, no longer remains an employee of the district, private personnel files of principals/supervisors relating to that employee shall be forwarded to the Director of Human Resources.

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Approved: May 1, 2019

Reference: Section 20, 60, 61, 113 School 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)