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## **Purpose/Background**

The Division will maintain confidential personnel files on each employee and permit only authorized personnel access to these files. These files are the property of the Division and contain relevant employment related information.

## **Procedures**

1. The employee's personnel file shall contain:
  - 1.1 Pre-employment materials, including correspondence associated with the applications, resume, transcripts, employee evaluations, letters of reference, criminal record/vulnerable sector check, salary placement documents, copy of teaching certificate, confidentiality agreement and other placement documents;
  - 1.2 Copies of letters relating to Division actions with respect to the employee including, initial appointment and contract, leave approvals including maternity, parental, sabbatical, deferred salary leaves, administrative appointments, or any other staffing related correspondence, as referenced in the Records Retention Schedule;
  - 1.3 Payroll, benefit, employee change documents;
  - 1.4 Employee performance documents; and
  - 1.5 Employee disciplinary documents
2. The employee's personnel file may contain:
  - 2.1 Correspondence between employee and administrative officers and/or supervisors;
  - 2.2 Information respecting professional learning and achievement
  - 2.3 Other pertinent employee information and legal documentation may be added after review by the Director and/or Associate Superintendent of Human Resources.
3. A personnel file shall not contain anonymous items.
4. Upon written request to the Associate Superintendent of Human Resources, the employee, or their duly authorized representative shall have the right to examine the contents of their personnel file. Such examination shall be in the presence of the Associate Superintendent of Human Resources or designate. The employee shall not be allowed to remove their personnel file, or any part thereof, from personnel files with Human Resources. A copy of file contents may be provided by the Associate Superintendent Human Resources upon written request of the employee via Atrieve/My Forms.
5. Former employees who request access to their personnel file (s) must submit a written request through Human Resources and provide photo identification prior to viewing the file. Access to personnel files is restricted to:
  - 5.1 The Superintendent;
  - 5.2 Associate Superintendents;
  - 5.3 Director, Human Resources;

- 5.4 Other designated Human Resources personnel as approved by one of the above.
6. 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 the contents and add relevant documents to the file.
7. 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, and the employee shall receive notification when information is made available under this provision.
8. The Division will adhere to the principles of Alberta's Personal Information Protection Act and [Alberta Human Rights Act](#) for all employees of the Division.

*Reference:*

- Education Act Section 33,52,53,68,197,204,222,225
- 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)