



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GBL – PERSONNEL FILES

The Rolling River School Division will maintain a personnel file for each employee for the purpose of storing information pertinent to the employee's employment and service with the division.

Personnel files will include documents relevant to an employee's employment and performance such as:

- Personal employee information including training, education, qualifications, certification, transcripts and diplomas
- Payroll and compensation information
- Employment Contracts and letters
- Job assignment and employment history
- Performance appraisal reports
- Discipline reports and correspondence

Personnel files are confidential and may only be accessed by the Superintendent, Secretary-Treasurer, or the immediate Supervisor of an employee.

An employee may review his/her personnel file by making an appointment to do so with a Senior Administrator. The personnel file may only be reviewed in the presence of a Senior Administrator or other employee so designated by a Senior Administrator.

An employee may request a photocopy of any document in his/her personnel file and may be charged for said copies at the applicable rate of copies for employees.

1. Content

Normally, personnel records will contain information pertinent to:

- a) recruitment and selection
- b) certification, transcripts and diplomas
- c) contracts
- d) job assignment and employment history
- e) performance/evaluation reports
- f) commendation/discipline reports
- g) leaves of absence
- h) termination of employment
- i) correspondence from and to the employee
- j) other relevant documents

2. Access to Personnel Records

The security and confidentiality of information contained in the personnel file of each employee shall be of paramount importance. Any employee shall have the right to inspect his/her own individual personnel file in accordance with the following:

- a) Access shall be restricted to the Superintendent, Secretary-Treasurer, and staff authorized by the Superintendent.
- b) The employee (to his/her file only)
- c) The Board of Trustees as a corporate body acting in Committee of the Whole in camera session may receive, through the Superintendent, pertinent personnel information in order to carry out its duties.
- d) A Court of Law by order.
- e) Educational administrative personnel wishing to review the personnel file of a staff member must first seek permission from the Superintendents' department. Non-teaching administrative personnel must seek permission of the Secretary-Treasurer.
- f) In accordance with the above, employees may access their personnel file during regular school division hours by appointment.

3. Review of Personnel Files

Upon request, an employee may review his/her file in the presence of the Superintendent or his/her designate. All personnel files are the property of the Rolling River School Division. An employee may not remove any document from his/her file. However, copies may be made upon request at cost. The employee may attach to the personnel record a signed and dated written objection to, or explanation/interpretation of, any matter contained in the personnel record.

4. Disposition of Files

All files will be retained as per Policy EHA – Records Retention and Destruction.

Date Adopted: November 5, 1997

Date Reaffirmed: October 6, 2010

Date Revised: April 8, 2015