

## **PERSONNEL RECORDS**

### **Background:**

The Division recognizes the necessity to keep personnel records for all employees. These records are the property of the Division, shall be held to the highest level of confidentiality and shall be maintained in accordance with the records management system and Freedom of Information and Protection of Privacy legislation.

### **Procedures:**

1. Personnel records may be kept as paper copies or in electronic format.
2. Personnel records may contain information specific to:
  - 2.1. recruitment, selection and job assignments;
  - 2.2. leaves of absence;
  - 2.3. performance appraisal and evaluation;
  - 2.4. staff development and achievement;
  - 2.5. medical information;
  - 2.6. discipline and commendations;
  - 2.7. payroll and benefits;
  - 2.8. termination of employment; and
  - 2.9. correspondence between the Division and the employee.
3. Personnel records shall be kept in the possession of the Associate Superintendent of Human Resources or other authorized staff at all times, and shall be locked in the department of Human Resources when not under the direct supervision of authorized staff.
4. Access to personnel records is limited to those employees who require the data contained in the file to perform their duties.
5. If a paper personnel record is removed from the department of Human Resources, the following information shall be recorded:
  - 5.1. the name on the personnel record;
  - 5.2. the name and signature of the authorized person removing the record; and
  - 5.3. the date removed and returned.
6. Electronic personnel records shall contain a “footprint” to provide information on those who have accessed the file.
7. Any employee may have access to their paper personnel record, if still available, under the following conditions:
  - 7.1. Advance notice shall be provided to the Associate Superintendent of Human Resources.
  - 7.2. The record shall be reviewed in the presence of assigned Human Resources personnel.
  - 7.3. The employee shall not be allowed to remove the record or any part thereof from the Human Resources office.

- 7.4. Additions or deletions to the personnel file shall be allowed only at the discretion of the Associate Superintendent of Human Resources.
- 7.5. Copies of any documents shall be allowed. Photocopying charges may apply.
8. Employees shall have access to their electronic employee file.
9. Division personnel shall not divulge, in any form, information contained in personnel records except:
  - 9.1. as required by law, or
  - 9.2. with the written consent of the employee.
10. Personnel records shall be maintained in accordance with [Administrative Procedure 185: Records and Information Management](#).
11. Personnel records shall be transferred to an appropriate storage location upon termination of employment.

**Reference:**

*Section 52, 53, 222 Education Act*

*Alberta Human Rights Act*

*Freedom of Information and Protection of Privacy Act*

*Personal Information Protection Act*

*Access to Information Bulletin 3.2.5*