



PERSONNEL RECORDS

Background

Golden Hills School Division recognizes that it is necessary to maintain individual personnel records, the Division also recognizes the importance of confidentiality in keeping with the Freedom of Information and Protection of Privacy (FOIP).

Procedures

1. The employee's personnel file may contain:
 - 1.1. Pre-employment materials, including correspondence associated with the applications, curriculum vitae, transcripts, letters of reference, and placement documents.
 - 1.2. Copies of letters relating to Division actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc.
 - 1.3. Correspondence between the employee and division office.
 - 1.4. Materials respecting professional development and performance.
 - 1.5. Materials used for payroll purposes.
2. A personnel file shall not contain any anonymous items.
3. An employee's division office personnel record shall be readily available through the Superintendent or designate for the employee's review.
4. Employee personnel records shall be available to division office staff on a need-to-know basis.
5. Release of information to people not specified above will take place only when such release is authorized, in writing, by the employee.
6. If an employee challenges the accuracy of their personnel record, then the item in question shall be reviewed by the Superintendent or designate and either verified or corrected.
7. Where an employee wishes additional job-related information included in their file, the items may be added upon approval of the Superintendent or designate.
8. An employee shall be notified when performance related documents are placed in their file.
9. An evaluation file on a teacher may be retained by the principal. Once an evaluation is completed, a signed copy will be submitted to Human Resources and retained in the individual's personnel file at division office.

Reference:

- Education Act. AS.A 2012
- Freedom of Information and Privacy Act 2024
- Certification of Teachers Regulation 84/2019