

## Administrative Procedure 401

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### PERSONNEL RECORDS

#### Background

While the 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 central office personnel record shall be readily available through the Superintendent for the employee's review.
4. Employee personnel records shall be available to central office staff on a need-to-know basis.
5. Release of information to persons 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 her/his personnel record, then the item in question shall be reviewed by the Superintendent and either verified or corrected.
7. Where an employee wishes additional job related information included in her/his file, the items may be added upon approval of the Superintendent.
8. An employee shall be notified when performance related documents are placed in her/his file.
9. Duplicate files are not permitted. An evaluation file on a teacher may be retained by the Principal until permanent certification is granted.

Reference: Section 60, 61, School Act  
Freedom of Information and Protection of Privacy Act  
Certification of Teachers Regulation 3/99 (Amended AR 206/2001)  
Access to Information Bulletin 3.2.5