PERSONNEL RECORDS

Background

The Division appreciates the sensitivity associated with the collection and storage of information about its employees and therefore requires that confidential personnel records be created and maintained for each employee.

Maintenance of such records will comply with the laws of Alberta and Canada, terms of the Collective Agreement and with Board policies and Division administrative procedures.

Procedures

1. The Superintendent has the authority to create, maintain and preserve the confidentiality of personnel records for Division employees.

2. A personnel record is data and information regarding a Division employee collected or maintained by the Division or by any person acting on behalf of the Division. This includes:

    2.1   Original application information and documentation;

    2.2   Teaching or trade certificates;

    2.3   Verification of academic or professional training;

    2.4   Service records including placements and positions;

    2.5   Evaluation documents;

    2.6   Payroll data; and

    2.7   Personal data such as leaves granted, or medical statements or other similar data.

3. Security is of the utmost importance. Personnel records shall be stored in a secure location.

4. No information or access will be provided to persons who do not have the authority to review a personnel file either granted by the employee or by the Superintendent.

5. Individual employees may have access to their files in the presence of the Superintendent or designate at a time arranged in advance. Upon request, an employee is able to obtain copies of any document in his/her personnel record.

6. Personnel records shall not be removed from EICS Central Learning Services.

7. Upon written request to the Superintendent and at the discretion of the Superintendent, items may be removed from an employee's personnel file.

Reference: Section 60, 61, 113 School Act
              Alberta Human Rights Act
              Freedom of Information and Protection of Privacy Act
              Personal Information Protection Act
              Access to Information Bulletin 3.2.5