

	Administrative Procedure	
	Subject	Employee Records
	AP Code	401

Background

A personnel file is to be maintained for each employee in the division. The file is to be maintained electronically or as a hard copy as a private and confidential record. Only necessary information is to be kept in the file. All items contained in the file are to be with the knowledge of the employee.

Employees have the right to access their files, as well as the right to seek correction of information contained in their individual file.

Procedures

1. Employee access to personnel files is permitted, subject to the following:
 - 1.1. An employee has the right to view his/her file if the file is available, upon request.
 - 1.2. The personnel file should not be altered after a request to view the file has been made.
 - 1.3. Approval of the director or designate is necessary for an employee request for amendment, or deletion, of any material contained in the file.

2. Ministry of Education, Director of Independent Schools, or designate access to personnel files is permitted, subject to the following:
 - 2.1. A written request for the access to a specific employee record is provided to the school director, with a specific reason provided for the access request.
 - 2.2. The employee is notified that their file is being accessed by the Ministry of Education.
 - 2.3. The personnel file should not be altered after a request to view the file has been made.

3. Access to information on employees by any other person is to be consistent with *The Local Authority Freedom of Information and Protection of Privacy Act*.

References

The Education Act, 1995 – sections 22, 65, 85, 87

The Local Authority Freedom of Information and Protection of Privacy Act

Date Adopted

September 1, 2024

Revised