

Administrative Procedure 420

PERSONNEL FILES

Background

A confidential personal file will be maintained at the central office for each employee.

Procedures

1. The office of the Deputy Superintendent will maintain a personal file for each employee which includes some or all of the following items:
 - 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 Board actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc.
 - 1.3 Correspondence between the employee and administrative officers.
 - 1.4 Materials respecting professional development and achievement.
2. A personal file shall not contain items submitted anonymously.
3. An employee, or duly authorized representative, shall have the right to examine the contents of his/her personal file upon request to the Deputy Superintendent. Such examination shall be in the presence of the Deputy Superintendent or designate. The employee shall not be allowed to remove his/her personal file, or any part thereof, from the Board office. Upon written request, the employee shall be able to obtain copies of any of the documents included.
4. The employee shall have the right to have included in his/her personal file, his/her written comments on the accuracy of the meaning of any of the contents of the personal file and to add relevant documents to the file.
5. Information contained in a personal file shall not be made available to parties or persons external to the division, except as authorized in writing by the employee, or as required by law. The employee shall receive notification when information is made available under this provision. Access to the personnel file by division personnel will be limited to central office administrators and the employee's immediate supervisor.