

403 PERSONNEL RECORDS

Background

The Division requires the establishment and maintenance of employee records for all Division personnel.

Procedures

1. Such records should contain:
 - a. Pre-employment materials, including correspondence associated with the applications, curriculum vitae, transcripts, letters of reference, and placement documents
 - b. updated forms required by Statute;
 - c. statements signed by the employee, acknowledging inclusion or exclusion from benefit plans offered by the Division;
 - d. time sheets/cards as required of the employee by the Division;
 - e. all evaluations and correspondence between the Division and the employee;
 - f. documents required by any collective agreements;
 - g. details of years of service

2. Employee records are agreed to be confidential information between the Division and its Administrators and the individual employee and are not available for the scrutiny of other persons without express written consent of the parties.

3. All employees may view their personnel records kept on file at the Division office. The Superintendent must approve any inclusion or deletion that results from this review.

References

Section 33,52,53,68,197,204,222,225 Education Act
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act (FOIPP)
Personal Information Protection Act (PIPA)
Canadian Charter of Rights and Freedom
Access to Information Bulletin 3.2.5

History

Developed: August 2003
Amended: April 2020