



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES

TITLE: EMPLOYEE RECORDS

CODE: 4071 Employee Files

Reference Matrix	
Education Act (1995)	Section 85
Other Relevant Acts	<i>Local Authority Freedom of Information and Protection of Privacy Act</i>
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Board of Education maintains a personnel file for each employee. The file is a private and confidential record.

The employee has a right to access their file.

Procedures:

1. The Director of Education or designate shall be responsible for the administration and maintenance of employee files as well as decision-making regarding access to employee information.
2. Employee access to personnel files is permitted subject to the following:
 - 2.1. The request to examine his or her file shall be directed by the employee to the Director of Education or designate;
 - 2.2. The Chief Financial Officer or designate will make mutually satisfactory arrangements for the employee to examine the file;

2.3. The file must be examined in the presence of the Director of Education, Chief Financial Officer, or designate;

2.4. The file may not be removed from the office;

2.5. Material in the file may not be amended, or deleted without the approval of the Director of Education or designate;

2.6. The Chief Financial Officer or designate may copy materials to which the employee has right of access at the employee's request;

2.7. The examining employee is to acknowledge the examination of the file with a signed, dated statement.

2.7.1. This statement will be incorporated into the file.

3. Employees may consent to the disclosure of their personal information to a third party in which case written authorization signed by the employee shall be delivered to the Director of Education or designate before the disclosure is made.

3.1. Such written authorization will be kept in the file.

4. An employee may submit a written comment with respect to any entry in the file and such comment shall be attached to the relevant document and included in the file.

5. Access to information and disclosure of information on an employee by any other person is subject to compliance with the *Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP).