

## ***ADMINISTRATIVE POLICY No. 508***

### EMPLOYEE RECORDS (FEBRUARY 2007)

A personnel file is to be maintained for each employee in Prairie Spirit School Division. The file is to be located in the school division office 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 of access to 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:
  - a. A request by an employee to view his/her file is to be directed to the appropriate supervisor.
  - b. The file is to be examined in the presence of the appropriate supervisor or designate.
  - c. The file may not be removed from the office.
  - d. Approval of the appropriate supervisor is necessary for an employee request for amendment, deletion, or duplication of any material contained in the file.
  - e. The employee is to acknowledge the examination of the file by signing a dated statement to that effect.
  
1. Access to information on employees by any other person is subject to compliance with *The Local Authority Freedom of Information and Protection of Privacy Act, Administrative Policy – 708 – Records.*