



Administrative Procedures

AP-508 EMPLOYEE RECORDS	Date of implementation: February 2007 Date of update: April 18, 2019
	Related Administrative Procedures: AP-708 Records

Purpose: To ensure employee access to their personal information.

A personnel file is to be maintained for each employee in the Division. The file is to be located in 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 their file is to be directed to the appropriate supervisor.
 - b) The file is to be examined in the presence of a Human Resources staff member.
 - c) The file may not be removed from the office.
 - d) Approval of the appropriate supervisor and/or Human Resources is necessary for an employee request for amendment, deletion or duplication of any material contained in the file. The Division may levy a fee for the duplication of material requested by an employee.
 - e) The employee is to acknowledge the examination of the file by signing a dated statement to that effect.
- 2) 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* and AP-708 Records.

References:

[*The Local Authority Freedom of Information and Protection of Privacy Act*](#)

[*Records Retention and Disposal Guide for Saskatchewan Schools*](#)