

Administrative Procedure 402

PERSONNEL FILES

Background

A confidential personal file will be maintained at the Division Office for each employee.

Procedures

1. The Division Office 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 Division actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, secondments, administrative appointments, etc.
 - 1.3 Correspondence between the employee and administrative personnel.
 - 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 Superintendent or designate.
 - 3.1 Such examination shall be in the presence of the Superintendent or designate.
 - 3.2 The employee shall not be allowed to remove his/her personal file, or any part thereof, from the Division Office.
 - 3.3 Upon written request, the employee may obtain copies of any of the documents in the file.
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. The following persons may have access to employee records for the purpose of performing their duties:
 - 5.1 Division Office support staff.
 - 5.2 Division Office administrative/supervisory staff.
 - 5.3 Legal counsel for the Division.
 - 5.4 Authorized Alberta Education personnel.
 - 5.5 Auditors.

- 5.6 Individuals authorized to perform system level evaluation.
 - 5.7 All other individuals may only have access to employee records with the prior knowledge and written consent of the employee.
6. The Superintendent will develop procedures to ensure that:
- 6.1 The accuracy and integrity of the records are preserved.
 - 6.2 The employee may examine personal records for the purposes of verifying accuracy or appending additional information.
 - 6.3 Any reproduction of the records is properly authorized.
 - 6.4 A listing of past employees, dates of employment, and positions held is maintained.
 - 6.5 Archiving and destruction of personnel files will be in accordance with Administrative Procedure 185 – Records Management.

Reference: Section 52, 53, 222 Education Act
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Access to Information Bulletin 3.2.5