

Administrative Procedure 402 – Personnel Records

Background

For the official purposes of the Division, the Superintendent shall maintain a personnel file on each employee.

Procedures

1. The employee's personnel file may contain:
 - 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, administrative appointments.
 - 1.3 Correspondence between the employee and Division Office.
 - 1.4 Materials respecting professional development and performance.
 - 1.5 Materials used for payroll purposes.
2. Upon request to the Assistant Superintendent of Human Services, the employee, or their duly authorized representative shall have the right to examine the contents of their personnel file.
 - 2.1 Such examination shall be in the presence of the Assistant Superintendent of Human Services.
 - 2.2 The employee shall not be allowed to remove the personnel file, or any original part thereof, from Division Office.
3. Access to confidential personnel files is restricted to the Superintendent, Secretary-Treasurer and Assistant Superintendent of Human Services.
4. The employee shall have the right to include written comments on the accuracy of the meaning of any of the contents of the personnel file.
5. The employee may add relevant documents to the file.
6. Requests for access to a personnel file, or to information contained in a personnel file, shall be dealt with in accordance with this Administrative Procedure and the *Protection of Privacy Act* to the extent that it may apply.

Reference: Section 33, 52, 53, 68, 197, 204, 222, 225 Education Act
Alberta Human Rights Act
Protection of Privacy Act
Canadian Charter of Rights and Freedom
Access to Information Bulletin 3.2.5
Administrative Records Disposition Authority by the Government of Alberta (ARDA)

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