



402.3AP Personnel Records

APPROVED: 1999.01.20

AMENDED: 2014.01.15 (2012.11.28)

REVIEWED:

LEGAL REFERENCE

- FOIPP Act
 - Employment Standards Code
-

PROCEDURES:

1. Information collected on an employee will be classified according to the following predetermined categories.
 - 1.1 Applications, contracts and letters of assignment (work history).
 - 1.2 Evaluations and performance documentation.
 - 1.3 Employee profiles.
 - 1.4 Leaves of Absence.
 - 1.5 Certification/Training/Experience.
 - 1.6 Compensation and Benefits.
2. The following information will not be contained in a personnel file:
 - 2.1 Solicitor/client privileged information.
 - 2.2 Personal requests for financial consideration not affecting salary (see procedure 4.3.7).
 - 2.3 Medical certificates and letters of support of absence that do not affect pensionable service (i.e. loss of full pay) will be attached to and retained with the month end absence report.
 - 2.4 The number of accrued personnel leave days will be recorded in the absence report retained by payroll.
3. Letters of personal support and commendations will not be retained. However, the employee will be encouraged to include this information as part of the employee profile referred to in procedure 1.3.
 - 3.1 The profile will be limited to five 8 ½ by 11" sheets of paper and may be updated annually by submitting a replacement profile.

3.2 No form will be provided, but the document submitted shall be titled "Employee Profile". The employee's full name and the date must be at the top of the first page. Staff may wish to include the following information in the profile:

- Current and past assignments,
- Personal and professional development activities,
- Extra-curricular activities,
- Any anecdotal information a staff member may wish to provide
- Letters of support and/or commendation,
- Other interests.

4. Information collected on an employee will be retained according to pre-determined criteria:

4.1 All personnel files with pension information will be kept until the person is 70 years of age, or 5 years after he/she ceased to be employed whichever is later. All other personnel files will be kept as per the Employment Standards Code.

4.2 Notwithstanding Clause 4.1, a personnel file of a deceased employee will be retained for 7 years after the date of death, if known.

4.3 Information collected on an employee as part of the personnel file will be retained/purged according to the following guidelines:

4.3.1 Documentation pertaining to current and past employment status with BTPS will be retained for the life of the file.

4.3.2 Evaluations and performance documents will be retained for the life of the file.

4.3.3 Documents related to disciplinary action will be retained for the life of the file with the exception of letters of reprimand or concern, which are covered in 402.4AP Employee Discipline Admin Procedures.

4.3.4 Extended Disability Benefits forms and all related documentation will be retained for the life of the file.

4.3.5 Any changes to the financial reimbursement of an individual will be retained for the life of the file.

4.3.6 Documents relating to appeals, grievances, etc. (with the exception of those identified under 2.1) will be retained according to the following guidelines:

4.3.6.1 appeals and grievances to the Board of Trustees that do not affect salary/pension are retained for one year following the decision.

4.3.6.2 appeals and grievance to Boards of References, Arbitration Boards, etc. will be retained for the life of the file.

4.3.7 Personal requests for specific financial management considerations that do not affect the annual salary are kept for the duration of the year under a separate location (file). Example: income and employment verifications by banks.

5. Access to an employee's personnel file is governed by the following:
 - 5.1 Access to personnel files by the Board of Trustees shall be gained by motion. Each case shall be considered by the Board on an individual basis and the employee so informed.
 - 5.2 General access to an employee's personnel file shall be limited to Senior Administrators, namely the Superintendent, the Deputy Superintendent – Human Resources, the Secretary-Treasurer, and personnel delegated by the Superintendent
 - 5.3 Limited access shall be granted to school principals. Limited access shall refer to the ability to access all categories with the exception of the "Leave of Absence" section and "Payroll Information".
 - 5.4 Central Office staff requiring access to portions of employee's files in the performance of their duties shall have limited access through the Superintendent of Schools or his/her designate. Limited access refers to those categories that relate to the required tasks being performed by the staff member.
 - 5.5 When it is necessary for Central Office staff to remove a personnel file from the records vault, they will record the date of removal, the name on the file and the name of the office staff removing the file. When the file is returned to the vault, the date of the return shall be recorded and initialed. At the end of each working day, all personnel files shall be secured in the vault.
 - 5.6 Every employee shall have access to his/her file whether at the school or in the office with the exception of solicitor/client privileged information. The employee must be accompanied by a senior administrator.
6. Disposition of appropriate personnel files will be carried out according to procedures outlined in 604.1AP Records Management.
7. The Human Resources Department will maintain a list of appeals and grievances and will purge the appropriate documents annually.
8. In the block numeric filing system, (Human Resources Block), a file will be developed to retain personal requests for specific financial considerations that do not affect the annual salary according to guideline 4.3.7.
9. Staff cannot have access to their personnel file without supervision. Access to an employee's personnel file must be arranged by appointment at least five (5) business days in advance to ensure appropriate staff is available to assist.
10. Information pertaining to appeals, grievances and termination not protected under the solicitor/client privilege will be filed in the appropriate section of the personnel file. (E.g. a grievance on a salary would be filed in the compensation and benefits section).
11. Solicitor/client privileged information will be filed under separate cover. Only senior administrators and designated central office personnel will have access to this file.