

## PERSONNEL RECORDS AND FILES

In order to carry on daily administration of the Division, it is necessary to maintain current files on all regular employees. In all cases these files will be retained by Division Office Administration and will be classified as “Confidential”, accessible only by authorized persons.

The contents of these files will consist of the following (where applicable):

- Applications for employment
- Child Abuse Registry Check
- Criminal Record Check
- References
- Employment contract
- Employment history
- Records relevant to compensation
- Performance assessments
- Medical certificates and information supplied by the employee
- Other relevant documents and correspondence

The applicable Assistant Superintendent shall be responsible for determining who is authorized to have access to any personnel file.

Every employee may gain access to their own file during regular office hours by appointment with the applicable Assistant Superintendent, and may, in the presence of the Assistant Superintendent or designate, inspect the contents. Access will not be granted to references provided to the Division on a confidential basis prior to employment. The right of access includes the right to make written objections to any information contained in the file. Any written objection must be signed by the staff member, and will become a part of the staff member's file.

No unauthorized person may access an employee file without prior written consent of the employee, except when such information is subpoenaed or ordered to be released by a court of law. The written consent must specify the record(s) to be released and to whom they are to be released. Each request for consent must be

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handled separately; blanket permission for release of information will not be accepted. The employee shall receive confirmation when such information is released.

Evaluations, commendations and correspondence to the employee or correspondence copied to the employee shall be filed. No complaint may be placed in the file unless it meets the following requirements:

- a. The complaint must originate from a staff member serving in an administrative/supervisory position;
- b. The document is signed by the person making the complaint; and
- c. The applicable Assistant Superintendent and the employee's immediate supervisor review the document and authorize placement in the file.

The employee may offer an explanation or denial of the commendation, evaluation or complaint, and any such explanation or denial will become a part of the file.

Employees may request specific documents pertinent to employment be added to their file. Examples of such documents are: letters of commendation, transcripts, records of attendance at professional sessions, et cetera.

All documentation included in the personnel file of each employee shall stand for the duration of employment. The files of former employees will be maintained in accordance with Divisional policies. Where no Divisional policies exist, the Guidelines provided by Manitoba Education apply.

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