

## **805.2 Employee Personnel Records**

### **Policy**

Personnel files shall be maintained for each employee and will be accurate and retained in a secure manner.

### **Regulations**

1. The Superintendent authorizes the establishment of the following personnel records:
  - 1.1 a permanent personnel record maintained by the Division of Human Resources;
  - 1.2 a school or Division department record, maintained by the principal/supervisor to whose school or Division department the employee is assigned; and
  - 1.3 a temporary or working record, established by the principal/supervisor responsible for the supervision/evaluation of the employee.
2. All personnel records shall be stored in secure locations:
  - 2.1 Records in paper format shall be stored at the Division's Division of Human Resources and/or the employee's school or Division department area;
  - 2.2 Records in electronic format shall be stored on the Division's computer network.
3. Access to personnel records, disclosure of personal information and storage of records shall be in accordance with the Employment Standards Act, the Freedom of Information and Protection of Privacy Act and Division policy.
4. The retention and disposal of personnel records shall be in accordance with the Employment Standards Act, the Freedom of Information and Protection of Privacy Act and Division policy.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

**References:** FOIP Act  
Employment Standards Act