

The Division recognizes the need to maintain a personnel file for all employees. Personnel Records shall be maintained in accordance with records management and *FOIP* regulations.

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, transfers, leaves of absence, administrative appointments, etc.
  - 1.3. Correspondence between the employee and Division office.
  - 1.4. Materials respecting professional development and performance.
  - 1.5. Materials used for payroll and benefit purposes.
2. A personnel file shall not contain any anonymous items.
3. Upon request to the Superintendent or designate, an employee may have access to their own personnel record to examine the contents of their personnel file. Such examination shall be in the presence of authorized Division Office staff. The employee shall not be allowed to remove the personnel file, or any part thereof, from the Division Office.
4. The employee shall have the right to comment on the accuracy of any of the contents contained in the personnel file.
5. The employee may add relevant documents to the file.
6. Access to personnel records is limited to only those employees who require the data contained therein in order to perform their duties. Under no conditions shall files be removed from Regional Office. Employees viewing a personnel file will be directed to a private location. A Human Resources employee will supervise the viewing of the personnel files.
7. If a record is removed from the file room by an individual authorized in item 6 above, the following information shall be recorded: name of record, name and signature of authorized person removing the record, and the date removed and date returned.
8. Where Supervisors maintain supplementary files on personnel under their jurisdiction, all regulations and practices shall apply to such files.
9. Personnel records shall be transferred to an appropriate storage location upon termination of employment.
10. When requesting copies of information from a personnel file, the individual making the request must give three (3) working days notice to Human Resources. A request for an appointment is to be made and confirmed.

## **Reference**

[\*Freedom of Information and Protection of Privacy Act\*](#)

[AP 30-50 Records Management](#)  
[AP 30-55 Record Retention Schedule](#)