

Adopted	October 13, 2015
Revision Date	August 30, 2019
Review Year	2020

Objective:

To provide direction for implementation of Board Policy 5400 on Employee Personnel Records.

Responsibility:

The Secretary Treasurer, in consultation with the Superintendent, is responsible for the administration of this policy.

Regulation:

1. Personnel records are maintained primarily to provide an individual record of service.
2. An employee’s personnel file shall contain:
 - a. documentation including correspondence associated with application of employment, curriculum vitae, transcripts, any required security checks, and a copy of a teacher’s *Teacher qualification Service (TQS)*, and a copy of a teacher’s Alberta Teaching Certificate, if applicable,
 - b. employment contracts,
 - c. evaluation reports, and
 - d. copies of correspondence between the employee, school administration, and Board of Directors.
3. A personnel file shall not contain anonymous items.
4. Employees may review the contents of their personnel file, upon request to the Secretary Treasurer at times that are mutually agreeable. The Secretary Treasurer shall monitor the review of their file. Employees may not remove any part of their file from the School. Employees may request copies of individual documents contained in their files and these shall be provided by the Employer in a reasonable period of time.
5. Other than provided for in item 4 above, access to personnel files is restricted to those who deal with employee welfare or supervision. These individuals shall treat the files as confidential.

References:

BP 5400 Employee Personnel Records