

# Personnel Files

## Background

In its commitment to fairness, accuracy, efficiency and effectiveness, the Division must establish, maintain, review and update personnel files.

## Procedures

1. The Superintendent of Human Resources shall be responsible for the establishment, maintenance, annual review of, and required updating of personnel files. A personnel file is to be established for each employee upon hiring or appointment.
2. To ensure confidentiality, personnel files are to be safeguarded by processes established by the Superintendent of Human Resources in accordance with the Freedom of Information Act and the Privacy Act.
3. Confidential Records of Teaching Staff
  - 3.1 Upon written request to the Superintendent of Human Resources, each professional employee shall be given the opportunity to examine the contents of the file reference by his or her name.
  - 3.2 The Superintendent of Human Resources shall arrange a suitable time for the examination of the file with the professional employee.
  - 3.3 The file must be examined in the presence of the Superintendent of Human Resources or designate.
4. Confidential Financial Information

Neither the Division nor any of its employees shall divulge any financial information concerning any employee of the Division without written authorization from the employee.

*Reference: Sections 22, 65, 85, 87, 108, 109 Education Act  
Local Authority Freedom of Information and Protection of Privacy Act*