

## Administrative Procedure 401

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# PERSONNEL RECORDS

### Background

For the official purposes of the Division, Division Office shall maintain a personnel file on each employee.

### Procedures

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, sabbatical leaves, 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 purposes.
2. A personnel file shall not contain any anonymous items.
3. Upon request to the Superintendent or designate, the employee, or his/her duly authorized representative shall have the right to examine the contents of his/her personnel file. Such examination shall be in the presence of the Superintendent or designate. The employee shall not be allowed to remove the personnel file, or any original part thereof, from Division office.
4. Access to personnel files is restricted to the Superintendent or designate:
5. The employee shall have the right to include written comments on the accuracy of the meaning of any of the contents of the personnel file.
6. The employee may add relevant documents to the file.
7. Requests for access to a personnel file, or to information contained in a personnel file, shall be dealt with in accordance with this administrative procedure and the Freedom of Information and Protection of Privacy Act to the extent that it may apply.

Reference: Section 60, School Act  
Freedom of Information and Protection of Privacy Act