

Administrative Procedure 402

PERSONNEL RECORDS

Background

The Superintendent ensures that accurate and current personnel records for all staff are securely maintained and protected.

Procedures

1. Personnel records are maintained for the purpose of collecting information including, but not limited to:
 - 1.1. Applications for employers, offers of employment, job assignment;
 - 1.2. Leaves of absence;
 - 1.3. Performance appraisals and evaluations;
 - 1.4. Payroll and benefits information, including years of service;
 - 1.5. Correspondence with the employee;
 - 1.6. Staff development and / or achievements;
 - 1.7. Any other information needed to support the management of staff based on regulatory requirements; and/or
 - 1.8. Information that verifies **Release of Results of Vulnerable Sector Check (Appendix 401-1)** documents shall be securely stored within the personnel record.
2. Access to personnel records shall be limited to only those employees of the Division who require the information.
3. An employee may have access to the employee's own personnel record in the presence of authorized Division Office staff, but must not remove or delete any part of the record.
4. Upon request, an employee is able to obtain copies of a document contained in the employee's own personnel record.
5. Division personnel shall not divulge, in any form, information contained in personnel records, except as required by law or with the written consent of the employee.

6. Personnel records shall be managed in accordance with the Division's Records Management Program.

Reference: Education Act 196-221 Alberta Employment Standards Code Freedom of Information and Protection of Privacy Act	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.