



4000: EMPLOYEE FILES (AP)

Approved: 85 10 01
Amended: 24 10 08

ADMINISTRATIVE PROCEDURES

1.0 DEFINITION

- 1.1 Current employee files are defined as the accumulative records of an employee while they are in the employ of the Board.

Permanent employee files are established when that employee ceases to be employed by the Board and shall be retained according to follow the *Freedom of Information and Protection of Privacy Act* as well as Policy 300 Records Management and AP XXX Records Retention.

2.0 CONTENT OF EMPLOYEE FILES

- 2.1 Current employee files should contain materials relevant to the employee's appointment or service to the District;
- 2.2 Working information or anecdotal comments of a supervisor should not, by policy, become part of an employee's permanent file.
- 2.3 Utmost care must be taken to ensure that any material retained in either a current or permanent employee file cannot be judged as being prejudicial, biased or unprofessional.
- 2.4 Two files shall be used to store employee records:
- i) The Payroll and Benefits File shall only hold information related to payroll and benefits and shall only be accessible to the appropriate payroll personnel and others as determined by the Secretary Treasurer
 - ii) The Personnel File shall hold only information related to the employee's employment with respect to qualifications, information related to discipline, appointment letters and other documents related to employment not covered by the Payroll and Benefits file. Access to the personnel file shall only be according to this AP and by the Human Resources Manager and others as determined by the Assistant Superintendent.

3.0 CONFIDENTIALITY OF EMPLOYEE FILES

- 3.1 An employee wishing access to their files may do so in the company of an Executive Officer of the Board.
- 3.2 An employee's files, or notarized copy thereof, shall not be divulged to others without the written permission of the employee, or legal representative of the employee, except where a request has been explicitly granted by a motion of statutory declaration or by court order.
- 3.3 Any employee who has reached the age of legal majority may authorize the release of their own employee files.

4.0 SECURITY OF FILES

- 4.1 Current and permanent personnel and payroll and benefits files are to be retained in locked file cabinets or in a locked vault.

5.0 RETENTION OF EMPLOYEE FILES

- 5.1 Permanent employee files should be retained according to AP XXX Records Retention.

RESOURCES AND REFERENCES

Pacific Rim School District XXX: Employee Files (P)