ROLLING RIVER SCHOOL DIVISION POLICY

Personnel Files	GBL/P

The Rolling River School Division will maintain a personnel file for each employee for the purpose of storing information pertinent to the employee's employment and service with the division.

Personnel files will include documents relevant to an employee's employment and performance such as:

- Personal employee information including training, education, qualifications, certification, transcripts and diplomas
- Payroll and compensation information
- Employment Contracts and letters
- Job assignment and employment history
- Performance appraisal reports
- Discipline reports and correspondence

Personnel files are confidential and may only be accessed by a Senior Administrator (Superintendent, Assistant Superintendent and Secretary-Treasurer) or the immediate Supervisor of an employee.

An employee may review his/her personnel file by making an appointment to do so with a Senior Administrator. The personnel file may only be reviewed in the presence of a Senior Administrator or other employee so designated by a Senior Administrator.

An employee may request a photocopy of any document in his/her personnel file and may be charged for said copies at the applicable rate of copies for employees.

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Regulation

Date Adopted: November 5, 1997
Date Revised: June 15, 2006
Date Reaffirmed: October 6, 2010

ROLLING RIVER SCHOOL DIVISION REGULATION

Personnel Files	GBL/R

I. Content

Normally, personnel records will contain information pertinent to:

1. recruitment and selection
2. certification, transcripts and diplomas
3. contracts
4. job assignment and employment history
5. performance/evaluation reports
6. commendation/discipline reports
7. leaves of absence
8. termination of employment
9. correspondence from and to the employee
10. other relevant documents

II. Access to Personnel Records

The security and confidentiality of information contained in the personnel file of each employee shall be of paramount importance. Any employee shall have the right to inspect his/her own individual personnel file in accordance with the following:

1. Access shall be restricted to the Superintendent, Assistant Superintendent, Secretary-Treasurer and staff authorized by the Superintendent.

2. The employee (to his/her file only)

3. The Board of Trustees as a corporate body acting in Committee of the Whole in camera session may receive, through the Superintendent, pertinent personnel information in order to carry out its duties.

4. A Court of Law by order.

5. Educational administrative personnel wishing to review the personnel file of a staff member must first seek permission from the Superintendents' department. Non-teaching administrative personnel must seek permission of the Secretary-Treasurer.

6. In accordance with the above, employees may access their personnel file during regular school division hours by appointment.

III. Review of Personnel Files

Upon request, an employee may review his/her file in the presence of the Superintendent or his/her designate. All personnel files are the property of the Rolling River School Division. An employee may not remove any document from his/her file. However, copies may be made upon request at cost. The employee

may attach to the personnel record a signed and dated written objection to, or explanation/interpretation of, any matter contained in the personnel record.

IV. Disposition of Files

All files will be retained as historical records and maintained in the divisions' archives.

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