

## **PERSONNEL RECORDS**

### **Background**

The Division maintains secure, confidential personnel records to meet its operational information needs and to comply with legal requirements.

The Assistant Superintendent, Employee Services is responsible for the administration of this administrative procedure.

### **Procedures**

1. Each personnel file contains confidential employment and performance information relevant to the Division.
2. Personnel files may only be accessed on a confidential basis by Division staff members authorized by an Executive Team member, with the exceptions noted in 3 and 4 below.
3. Employees may review their personnel file upon request to Employee Services. An Employee Services representative will monitor file review.
4. Information contained in a personnel file shall not be made available to parties external to the Division, except as authorized by:
  - 4.1 An Executive Team member,
  - 4.2 A written request from the employee, or
  - 4.3 As required by law.
5. The retention and disposition of personnel files shall be in accordance with Administrative Procedure 185.

Reference: Relevant Legislation & Regulations