

PERSONNEL/PAYROLL FILES

The Seven Oaks School Division shall maintain a Personnel/Payroll file for each employee for the purpose of storing data pertinent to the employee's period of service with the Division. Personnel/Payroll files are the property of the Seven Oaks School Division.

1. **Content**

The content of these files may typically include the following:

- applications for employment and/or employment resumes;
- references;
- letters of appointment including starting date and seniority date;
- employment history including changes in position, salary classifications and hours of work;
- statement of growth;
- performance appraisals;
- staff employment verification forms;
- seniority and vacation information;
- medical information;
- information relating to employee benefit plans, such as Workers' Compensation, disability insurance, group insurance and pension;
- documents that relate to an employee's payroll payment;
- letters of commendation from staff, public and the administration;
- correspondence and responses relating to disciplinary action;
- grievance correspondence;
- termination of employment.

1. **Content**

- leaves of absence granted by the Board;
- specific documents pertinent to employment such as transcripts and course certificates;
- professional development courses and training;
- information employees request to have on their file;
- other relevant documents.

2. **Access To Personnel/Payroll Files**

Access to Personnel/Payroll files is permitted to those employees as approved by the Superintendent or his/her designate and the Secretary-Treasurer or his/her designate who require the data contained therein to perform their duties:

Access to Personnel/Payroll file shall be restricted to:

- the Superintendent, Assistant Superintendents, Secretary-Treasurer, and authorized staff working in the personnel/payroll area;
- principals and/or supervisors of individual employees;
- the employee (to his/her file only);
- 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 to carry out its duties;
- a Court of Law by order.

3. **Review Of Personnel/Payroll File By An Employee And/Or His/Her Agent**

An employee and/or his/her authorized agent may request to review his/her personnel/payroll file for the purpose of verifying its accuracy and/or appending additional information relevant to the contents/purposes of personnel/payroll files. Personnel/payroll files will be reviewed in the presence of the Superintendent and/or his/her designate.

An employee may not remove any item from his/her personnel/payroll file but may request copies of documents contained in the file. The division may charge for excessive copying.

4. **Notification Of File Entry**

Employees shall be notified in writing of any document entered into their files. Such requirement to give notice shall take effect at the time of adoption of this policy.

5. **Use Of Old Documents In An Employee's Personnel/Payroll File**

The Board through the Superintendent, except in extenuating circumstances, will not use old documents (seven years or older) relating to disciplinary actions, complaints, allegations or personal criticism when making employment decisions -- such as promotions and transfers.

6. **Disposition Of Files/Constitution Of Record**

All files will be retained as a historical record and maintained in the Division archives. They are considered the property of the Seven Oaks School Division.

7. **Freedom of Information, Privacy Protection Act (FIPPA)**

All matters dealing with an employee personnel/payroll records shall comply with the guidelines adopted by the Board regarding the Freedom of Information and Protection of Privacy Act (FIPPA).