



A file shall be maintained at the Divisional Office on each employee of the School Division. [*Employment Standards Code* 135 (1)]

The terms and conditions of the *Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Act*, respecting the collection, use, protection, retention, disclosure, and destruction of personal and personal health information, will be respected.

**Material in Files**

All information relevant to an employee shall be placed and maintained in the employee's file, including performance appraisals, letters of commendation and reprimand, and other correspondence regarding an employee. Employees may request that other items such as Professional Growth Plans be placed in their file.

Employees shall acknowledge all documents where acknowledgement is required, by signature, to indicate that they have had the opportunity to read such documents.

**Access to Files**

Access to the files on employees shall be restricted to individuals approved by the Superintendent/CEO.

Employees, upon request, shall be given the opportunity to examine the contents of their file in the presence of the Superintendent/CEO or designate. (PSA 92.1)

**References**

References requested in writing regarding an employee's or prior employee's work record in the Division shall be completed by the Superintendent/CEO or designate. References shall only be provided in confidence.

**Employees Covered by Collective Agreement**

Where provisions regarding personnel records exist within a collective agreement, they shall apply.