

4000: EMPLOYEE FILES (AP)

Approved: 85 10 01

POLICY

The Board of School Trustee regards personnel documents which the District has received, or which it has prepared, as the property of School District 70 (Alberni).

It shall be the position of the Board to maintain such employee files that are in the legitimate interest of the District and the employee.

ADMINISTRATIVE PROCEDURES

1.0 DEFINITION

- 1.1 Current employee files are defined as the accumulative records of an employee while he/she is in the employ of the Board.
- 1.2 Permanent employee files are established when that employee ceases to be employed by the Board.

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.

3.0 CONFIDENTIALITY OF EMPLOYEE FILES

- 3.1 An employee wishing access to his/her file may do so in the company of an Executive Officer of the Board.
- 3.2 An employee's file, 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 his/her own employee file.

4.0 SECURITY OF FILES

- 4.1 Current and permanent employee files are to be retained in locked file cabinets.

5.0 RETENTION OF EMPLOYEE FILES

- 5.1 Permanent employee files should be retained for a minimum of twenty-five years.