

PERSONNEL RECORDS

Background

An employee file is maintained for each District employee. These files are maintained by Employee Services and are considered confidential. Release of information contained in an employee file is subject to legal proceedings, the *Freedom of Information and Protection of Privacy Act*, and the *Personal Information Protection Act*.

Procedures

1. The employee's personnel file may contain:
 - 1.1 Pre-employment materials, including correspondence associated with the applications, curriculum vitae, transcripts, letters of reference and placement documents.
 - 1.2 Copies of letters relating to District actions respecting the employee, including initial appointment, leaves, etc.
 - 1.3 Correspondence between the employee and District Office.
 - 1.4 Materials respecting professional development and performance.
 - 1.5 Materials used for payroll purposes.
 - 1.6 Letters of discipline.
2. A personnel file shall not contain any anonymous items.
3. Upon request to Employee services, the employee, or their duly authorized representative shall have the right to examine the contents of their personnel file in accordance with the relevant collective agreement.
4. Such examination shall be in the presence of an Employee Services representative. The employee shall not be allowed to remove the personnel file, or any original part thereof, from the District Office.
5. Access to personnel files is restricted to the Superintendent and other specifically designated individuals in Employee Services.
6. The employee shall have the right to include written comments on the accuracy of the meaning of any of the contents of the personnel file.
7. The employee may add relevant documents to the file.
8. In response to requests for information on employees Employee Services may provide verification of employment and length of service, but additional information on employees is to be provided only on the written instruction of the employee and to the extent authorized by the employee, except as required by law.

9. Information such as address, telephone number and work location will not be provided.

Reference: Sections 22, 65, 85 School Act
Employment Standards Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Vancouver Teachers' Federation Collective Agreement
CUPE Local 15 Collective Agreement
CUPE Local 407 Collective Agreement
IUOE Local 963 Collective Agreement
VSB Construction & Maintenance Trade Unions Collective Agreement
Vancouver Teachers' Federation (Vesta Adult Educator's sublocal)

Adopted: May 2014;

Revised: September 24, 2018; February 6, 2019