



AP 402 – EMPLOYEE FILES

BACKGROUND

Saskatoon Public Schools shall maintain employee files for its entire staff and shall permit access to such files in accordance with legislation and these administrative procedures.

Information shall only be maintained in the Human Resources files of employees of which they are aware or of which there are reasonable grounds to believe they are aware.

PROCEDURES

1. The Superintendent of Human Resources shall be responsible for the administration and maintenance of employee files as well as decision-making regarding access to employee information.
2. Access to personal information of an employee shall be given in the circumstances permitted under the Local Authority Freedom of Information and Protection of Privacy Act and Administrative Procedure 170.

An employee whose personal information is contained in a record in the possession of the Division has a right to access the record upon written application and upon giving sufficient proof of identity to the Superintendent of Human Resources or designate.

Employees may consent to the disclosure of their personal information to a third party in which case written authorization signed by the employee shall be delivered to the Superintendent of Human Resources or designate before disclosure is made.

For purposes related to the administration and maintenance of existing or proposed activities or programs of the Division, access to employee information and files shall be given to the following:

- 2.1. authorized Human Resources staff;
- 2.2. the immediate supervisor of an employee and those who have departmental authority over the employee, with the approval of the Superintendent of Human Resources or designate;
- 2.3. administrative staff to whom the employee has been referred by Human Resources as a candidate for a position vacancy;
- 2.4. members of Administrative Council.

Once an employee's employment has terminated, Human Resources is not required to release any information.

3. An employee shall make arrangements with the Superintendent of Human Resources or designate for an appropriate time and place convenient to both the employee and Superintendent of Human Resources or designate to peruse his or her file. The employee shall be free to peruse his or her file during the time arranged.
4. The Superintendent of Human Resources may refuse to disclose to an individual personal information that is evaluative or opinion material compiled solely for the purpose of determining the individual's suitability, eligibility, or qualifications for employment or promotion.



5. An individual who has access to a record that contains personal information with respect to himself or herself is entitled to:
 - 5.1. request, in writing, correction of the personal information contained in the record if the person believes that there is an error or omission;
 - 5.2. require that a notation be made that a correction was requested but not made.
6. Within 30 days after a request pursuant to Administrative Procedure 170 is received, the Superintendent of Human Resources shall advise the individual in writing that:
 - 6.1. the correction has been made;
 - 6.2. a notation pursuant to Administrative Procedure 170 has been made.
7. An employee file could be in electronic or paper format.
8. Information to be contained in employee files should be current and relevant to employment and would be limited to the following:
 - 8.1. Application for employment form.
 - 8.2. Current resume, if submitted.
 - 8.3. Medical information form.
 - 8.4. Copies of social insurance number card and birth certificate.
 - 8.5. Signed letters of acceptance of offers of employment.
 - 8.6. Police security clearance letters and supportive documentation.
 - 8.7. Department authorizations of employment.
 - 8.8. Annual supervision reports
 - 8.9. Performance appraisal forms.
 - 8.10. Disciplinary letters (subject to any limitations that may be present in collective agreements).
 - 8.11. Other relevant and important documents deemed necessary for employment records, i.e.
 - payroll memos
 - transcripts
 - re-classification forms
 - parental leave and long-term leave requests
 - SEB plan application forms
 - change of status forms
 - notification of change of name
9. Employee files, whether electronic or paper, will be maintained for a period of time and will be destroyed in accordance to Administrative Procedure 175.

Reference: Local Authority Freedom of Information and Protection of Privacy Act
Form F15-96
Administrative Procedure 170
Administrative Procedure 175

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