

## **PERSONNEL RECORDS**

### **Background**

Orderly administration of the District requires the compilation of information about all employees.

### **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, sabbatical leaves, leaves of absence, administrative appointments, 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.
2. A personnel file shall not contain any anonymous items.
3. Upon request to the Superintendent or designate, the employee, or his/her duly authorized representative shall have the right to examine the contents of his/her personnel file.
4. Such examination shall be in the presence of the Superintendent or designate. 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 or designates.
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 the Director, Human Resources 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. The Director, Human Resources will contact employees in order to forward requests for contact from outsiders.

10. Employees or former employees may authorize the release of salary and other employment-related information to specified businesses and lending institutions.

*Reference: Sections 22, 65, 85 School Act  
Employment Standards Act  
Freedom of Information and Protection of Privacy Act  
Collective Agreements*

*SD No. 40 (New Westminster)*

---

*Adopted: May 30, 2017*

---

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)