



DIVISION: HUMAN RESOURCES

Policy #: HR-804

POLICY NAME
EMPLOYEE RECORDS

POLICY STATEMENT

The Newfoundland and Labrador English School District (NLESD) will maintain one official employee record for each employee. Employee records are the property of the NLESD.

BACKGROUND

The NLESD is a province-wide school district which employs full-time, part-time and casual teaching and support staff. The NLESD establishes and maintains an employee record related to an individual's employment and performance. The records are maintained by the NLESD Human Resources Division.

SCOPE

This policy applies to all employees. Bargaining Unit employees should also consult their respect collective agreements.

DEFINITIONS

Personal File

The personal file/employee record is the record maintained by the NLESD which contains information relevant to individual employees and to their employment.

APPROVED: March 12, 2015 **EFFECTIVE:** March 12, 2015

AMENDED: _____

POLICY DIRECTIVES

1. The NLESD will ensure that only one official employee record exists for each employee and that the records are kept up to date.
2. The NLESD will establish a process for ensuring that employees have reasonable access to their own records.
3. All employee records must be handled in a confidential and secure manner, and access to information in the records is restricted. Access by NLESD personnel to information in an employee record will be determined by job function and relevancy for completing human resource functions. Maintaining confidentiality and protecting personal information is the responsibility of every individual staff person who has access to the record.

REFERENCE:

*Government of Newfoundland and Labrador/Human Resource Secretariat/Personal File:
http://www.exec.gov.nl.ca/exec/hrs/working_with_us/personal_files.html*

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