

Policy:	Employee Records	HR-804
Division:	Human Resources	
Cross-Reference		

ADMINISTRATIVE PROCEDURES/REGULATIONS

1. Employee Record Information

- 1.1 Information contained in an employee record may include, but not be limited to, curriculum vitae or resume; date of birth; social insurance number; record of employment; insurance records; current and previous job descriptions; letters of appointment or commendation; performance appraisal; layoff; recall; termination; disciplinary letters; transfer notifications; and, other correspondence relating to an individual's employment and performance.
- a) Bargaining Unit employees should consult their respective collective agreements with respect to the length of time disciplinary letters remain in the record.
- 1.2 Where documents which may adversely affect employment or form the basis of disciplinary action are placed on employees' personal records, employees will be provided the opportunity to acknowledge the placement of the documents. Employee refusal to acknowledge placement of the documents does not stop the placement of the document on the file.

2. Storage and Security

Information that forms the employee record may be obtained or maintained in hard copy and/or electronic format.

- 2.1 The official employee record will be maintained in hard copy format and will be held in a secure room with restricted access.

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2.2 Any information obtained and/or maintained electronically will be protected in accordance with security standards established by the NLESD IT Division, and with restricted access.

3. Access

- 3.1 Employees can review their employee records at any reasonable time convenient to both the NLESD and the employee.
- a) A NLESD representative, as designated by the Assistant Director of Education (Human Resources), will be present while employees review their records.
 - b) Employees may be accompanied by a representative of their choice when reviewing their employee records.
 - c) Employees may authorize, in writing, a union or other representative to review their employee record when the employee is not present.
 - d) No original document can be removed from an employee record.
 - e) A copy of information in an employee record will be provided upon request to the employee.
 - f) Employees can only review their own employee records.
 - g) Former employees may have access to their employee record in accordance with the above.
 - h) Upon an employee's death or termination, an employee record remains the property of the NLESD.
- 3.2 Access by NLESD personnel to information in an employee record will be determined by job function and relevancy for completing human resource functions. The employee record may be viewed by NLESD personnel in accordance with any collective agreement provisions and generally only by the Director of Education; Assistant Director of Education (Human Resources) or other relevant Associate or Assistant Director of Education; and/or, by a relevant Senior Education Officer, Director, Manager or School Administrator.

4. Disposal of Employee Records

Electronic and hard copy documents comprising the employee record shall be disposed of or deleted in such a way that personal information cannot be reconstructed or retrieved, in accordance with policies and record retention and disposal schedules developed by the NLESD.

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