

NLSchools refers to all public K-12 English schools and school related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein, and all employees providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

Policy Name

Employee Records

Policy Statement

The Department of Education, Education Operations Branch, Human Resources Division will maintain one official employee record for each employee within NLSchools. Employee records are the property of the Department of Education.

Background

NLSchools employs full-time, part-time and casual teaching and support staff. NLSchools establishes and maintains an employee record related to an individual's employment and performance. The records are maintained by the Education Operations Division, Human Resources Division.

Scope

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

Definitions

Personal File

The personal file/employee record is the record maintained by Education Operations Division, Human Resources Division, which contains information relevant to individual employees and to their employment.

Policy Directives

1. NLSchools will ensure that only one official employee record exists for each employee and that the records are kept up to date.

2. NLSchools 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 NLSchools 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.

Administrative Procedures

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

3. Access

- 31 Employees can review their employee records at any reasonable time convenient to both NLSchools and the employee.
- a) A NLSchools representative, as designated by the Senior Management Official (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 Department of Education.
- 32 Access by NLSchools 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 personnel in accordance with any collective agreement provisions and generally only by the Superintendent of Schools, Senior Management Official (Human Resources), or other relevant Director, Manager and/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 Department of Education.