

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
MANAGEMENT OF EMPLOYEE FILES	GBL

I. POLICY

The Louis Riel School Board respects the importance of maintaining an accurate and current file for each of the Division’s employees, consistent with the principles of effective Human Resources management and the Board’s responsibilities as an employer.

The Board further believes that its governance role compels the management of employee files by its administration, to safeguard the Board from conflicts of interest as an adjudicator of personnel matters.

Accordingly, the Board delegates all aspects of the management of Human Resources Files to the Superintendent of Schools.

II. GUIDELINES

- A. For the purposes of this policy, employee files shall be known as “Human Resources” files and include the following information:
- Personal information, including an employee’s name, birth date, marital status, social insurance number, home address, telephone numbers, e-mail addresses, letters of reference, contractual documents, employment history prior to employment with the Louis Riel School Division, benefits information, reference checks, conflict of interest disclosures, and pertinent personal health information documents
 - Details of an employee’s recruitment and selection for employment with the Division, including the results of Criminal Records and Child Abuse Registry Check, and, for school bus drivers, a Driving Abstract and Claims History Check
 - Professional qualifications and current resumes
 - Specific details of assignments and assignment changes, and other information as outlined on the divisional Human Resources Information Form
 - Information relevant to the payment and/or adjustment of an employee’s salary, including banking information necessary and sufficient for this purpose
 - Evaluation reports
 - Correspondence from Superintendent of Schools or designate

Adopted:	June 3, 2008	Legal References: Freedom of Information and Protection of Privacy Act ; Personal Health Information Act ; Provincial Guidelines for the Retention of Information
Revised:	June 16, 2020	

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- Records of termination of employment
 - Correspondence between the Board and/or the Superintendent of Schools (or designate) and the employee
 - Records of leaves (paid and unpaid) and absences due to illness and other purposes
- B. Employees' Human Resources files remain the property of the Louis Riel School Division until the time of their destruction per **PROCEDURE F**.
- C. All provisions of the [Freedom of Information and Protection of Privacy Act](#) and [Personal Health Information Act](#) that apply to the Division's Human Resources files will be observed.

III. PROCEDURES

- A. The Division's Staff Services Department, under the direction of the Superintendent of Schools (or designate), shall store and maintain all Human Resources files in a manner sufficient to preserve their confidentiality, accuracy, and currency.
- B. The Division shall maintain one file for each employee, as confidential and available only to authorized personnel, including the employee, the employee's immediate supervisor, and to legal authorities upon submission to the Superintendent of Schools (or designate), of a subpoena.
- C. All employees, upon request and in the presence of a member of the Staff Services Department, may, during regular working hours of the Board Office, review their Human Resources file and respond in writing to any report(s) contained therein; such a response will be entered into and become part of the employee's file.
- D. Employees may not remove information from their Human Resources files but may request copies of information contained within their files.
- E. Lists of employees' names and addresses and similar directory information shall be given only to the union/association of which they are members.
- F. In accordance with [Provincial Guidelines for the Retention of Information](#), the Division will destroy Human Resources files upon the seventh anniversary of the employee's cessation of employment, with the exception of payroll documents and records of their employment.

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