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**Personnel Files**

An employee may at a mutually agreed time review his/her personnel file at Division Office after submitting a written request for a review to the Privacy Officer. The Division will have its representative present when the employee is examining his/her personnel file. The date of the review and respective signatures should be recorded on the file form. An employee shall have the right to place in his/her file information relevant to existing documents. 28 Nov 89(42)

**School Division Records Management: Personnel Records**

A file shall be maintained at the Divisional Office on each employee of the School Division.

[*Employment Standards Code 135 (1)*]

**Material in Files**

All information relevant to an employee shall be placed and maintained in the employee's file, including performance appraisals, letters of commendation and reprimand, and other correspondence regarding an employee. Employees may request that other items such as Professional Growth Plans be placed in their file.

Employees shall acknowledge all documents where acknowledgement is required, by signature, to indicate that they have had the opportunity to read such documents.