

EMPLOYEE RECORDS

Background

The record of employment of each employee shall be kept in an orderly and confidential manner.

Procedures

1. Generally, the record will incorporate data pertinent to:
 - a. recruitment and selection;
 - b. job assignment;
 - c. performance appraisal;
 - d. payroll;
 - e. discipline;
 - f. termination of employment
 - g. correspondence between the Division and the employee.
2.
 - a. The following persons may have access to employee records for the purpose of performing their duties:
 - i. Division Office Support Staff;
 - ii. Division Office Executive;
 - iii. legal counsel for the Division;
 - iv. authorized Alberta Education personnel;
 - v. auditors;
 - vi. individuals authorized to perform system level evaluation.
 - b. Other individuals may only have access to employee records with the prior knowledge and written consent of the employee.
3. The Superintendent shall develop procedures to ensure that:
 - a. the accuracy and integrity of the records are preserved;
 - b. the employee may examine personal records for the purposes of verifying accuracy or appending additional information;
 - c. any reproduction of the records is properly authorized;
 - d. a listing of past employees, dates of employment, and positions held is maintained;

- e. employee payroll records are maintained for seven years from date of termination of employment;
- f. individual records are destroyed upon the seventh anniversary of the employees' cessation of employment.

December, 2003
Updates: Jan. 2020

References

Section 33, 52, 53, 68, 197, 204, 222, 225, Education Act