

## Administrative Procedure 411

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### 411 - TEACHER PERSONNEL RECORDS

#### Background

For the official purposes of the efficient administration of Wild Rose School Division the Divisional Office maintains a personal file pertaining to each teacher which contains some or all of the following items:

- ♦ Pre-employment materials, including correspondence associated with the application, curriculum vitae, transcripts, letter of reference and placement documents;
- ♦ Copies of letters relating to Division action respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc.;
- ♦ Evaluations;
- ♦ Copies of letters from the Principals or any outside agency with respect to the employee;
- ♦ Correspondence between the employee and administrative officers; and/or
- ♦ Materials respecting professional development and achievement.

Such records are *confidential* and are subject to the following procedures:

#### Procedures

1. Upon request to the Superintendent, the employee, or his/her duly authorized representative, shall have the right to examine the contents of his/her personnel file, except for confidential letters of reference. Such examination shall be in the presence of the Superintendent, or designate.
2. The employee shall not be allowed to remove the personal file or any part thereof, from the office.
3. The employee may request copies of any of the documents to which he/she has the right to examination, at no charge.
4. Confidential letters of reference received in relation to the appointment of an employee shall remain confidential, and shall not be shown to the candidate before or after the appointment.
5. An employee shall have the right to obtain the names of the authors of all confidential letters or assessments held in his/her personnel file.
6. The personnel file shall not contain anonymous items.

7. The employee shall have the right to have included in his/her personnel file his/her written comments on the accuracy of the meaning of any of its contents, and to add relevant documents to the file.
8. Information contained in a personnel file shall not be made available to parties external to Wild Rose School Division except as authorized in writing by the employee or as required by law. The employee shall be notified in writing when information is made available under this provision.
9. Executive officers may present an oral or written summary or relevant information to prospective employers for reference purposes. Such summaries shall only contain factual information.
10. Individual employee records are, by law, privileged information, and may not be shown to any outside person or agency, without employee permission. Such records are defined as:
  - 10.1 Evaluation of teacher performance;
  - 10.2 Individual payroll cards;
  - 10.3 Past history and background of an employee;
  - 10.4 Correspondence with regards to an employee;
  - 10.5 Correspondence with an employee;
  - 10.6 Reports on the employee by supervisors;
  - 10.7 Individual contracts of service; and
  - 10.8 In general, everything of a personal and confidential nature with regard to the employee.
11. Personnel files shall be edited five years after the teacher leaves the employ of the Wild Rose School Division. Only a record of dates, place of employment, and financial records shall be kept beyond that time.
12. Where Principals maintain files on the personnel under their jurisdiction, these files are considered to be transitory in nature with all summative reports filed with Division Office. These transitory files are subject to all the foregoing regulations and shall remain the property of the Wild Rose School Division.
13. All transitory personnel files must be destroyed at the end of the school year unless they form part of the permanent personnel file.
13. The payroll department shall maintain separate confidential records pertaining to all financial aspects of an employee's status with the school division.
14. The Superintendent may have access to any personal files maintained by the Principal or a school under his/her jurisdiction.