

# Halton District School Board

## *Operational Policies/Procedures*

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<b>NUMBER:</b>	<i>To be determined (replacing Administrative Procedure 02.10.08 and 02.10.09)</i>
<b>TOPIC:</b>	<b>Employee Personnel Files</b>
<b>EFFECTIVE:</b>	<b>January 2003</b>
<b>CROSS-REFERENCE:</b>	<b>Collective Agreements/Terms &amp; Conditions of Employment</b>
<b>REVISION DATE:</b>	<i>To be determined</i>
<b>RESPONSIBILITY:</b>	<b>Executive Officer of Human Resources</b>

### **POLICY STATEMENT:**

**The establishment and maintenance of employee personnel records will be the responsibility of the Human Resources Department. The files maintained by Human Resources will be considered to be the official personnel files for all employees of the Halton District School Board.**

**Schools, Centres and Departments of the Board will also establish and maintain employee files for employees at that location for information purposes only.**

### **PREAMBLE / INTRODUCTION:**

In order to maintain accurate personnel records for all employees of the Board, all Schools, Centres and Departments in the establishment and maintenance of personnel files will use the following procedures.

### **PROCEDURE:**

The documents below will be retained in the files as indicated.

Copies (or the originals where appropriate), of the documents listed below under Section A, must be kept in the employee's file in the Human Resources Department. This does not, however, preclude copies being kept in the School/Centre/Department files as outlined under Section B.

#### **A. Human Resources Files**

##### **All Employees**

Application Form/Resume

Acceptance Form/Letter

Recommendations re: Permanent Status

C.S.L. Records (Previous Boards)

Medical Certificate, including x-ray or TB test

Indication of satisfactory Criminal Background Check (actual documentation and result of check is maintained in separate file)

Upgrading Letters including extra degree  
Transfer Forms/Letters  
Correspondence from Board Supervisor/Officials including Letters of Commendation  
Change in Basic Employee Data (if applicable)  
W.S.I.B. Forms/Correspondence applicable to Human Resource Department issues  
Prior Employment History with the Board (if applicable)  
Copy of WANG profile (for employees hired prior to September 1, 1997)  
Any correspondence with employee/supervisor/ outside parties (i.e. insurance companies) regarding personnel matters with the Board (i.e. salary/CSL queries, leaves of absence, LTDI, insurance claims, letters of discipline, performance appraisals, if appropriate).

### **Teaching Staff Only**

Reports on Teacher Performance as required by Teacher Performance Appraisal process  
O.S.S.T.F./QECO Category Statement  
Proof of Membership with Ontario College of Teachers  
Teaching Experience (previous Board)  
Correspondence regarding RRSP contribution (elementary teachers only)

### **B. School(s)/Centre/Department Files**

Correspondence between the employee and Supervising Personnel, i.e. Principal, Vice-Principal, Superintendent, Manager, Supervisor may be included in the employee's file. This file may also include correspondence from parents to a teacher and/or principal.

All performance reviews for both teaching and non-teaching staff will be kept in the School files (documents required to be filed with the Human Resources Department under the Teacher Performance Appraisal Process will be forwarded as required).

School/Centre/Department files should be reviewed upon transfer/retirement/termination of the employee and documents not outlined above should be removed from the file. Files for transferred employees should be sent to their current school/centre/department. Files for retired/terminated employees should be maintained in a secure location for one (1) year following the retirement/termination of the employee, then destroyed.

### **Removal of Documents from an Employee's Human Resources Department File**

Where the Collective Agreement/Terms and Conditions of Employment for a particular employee contains language regarding the removal of documents from a personnel file, the relevant process as contained in the Agreement will be followed.

Where an Agreement is silent on the issue, the employee may request removal of documents by written request to the Executive Officer of Human Resources. The decision of the Executive Officer of Human Resources will be final.

### **Removal of Documents from an Employee's From School/Centre/Department files:**

Step 1: Where an employee feels that a document contained in their file located in their school/centre/department is inappropriate; the employee may apply, in writing, to their Supervisor for the removal of the document. The request will contain specific information to the document stating reasons why the document should be removed.

- Step 2: The Supervisor will respond, in writing, to the employee with agreement to remove the document or with reasons as to why the document will not be removed.
- Step 3: If the Supervisor denies the request, the employee may appeal the decision, in writing, to the Executive Officer of Human Resources including reasons for the removal of the document.
- Step 4: Upon receipt of the appeal request, the Executive Officer of Human Resources will review the request and may request further input from the employee, supervisor and/or federation/union/association representative.
- Step 5: Based upon the input received, the Executive Officer of Human Resources will decide whether or not to remove the document from the file. This decision will be communicated to the employee in writing. The decision of the Executive Officer of Human Resources will be final.
- Step 6: Where a request for removal of a document has been denied by the decision of the Executive Officer of Human Resources, the employee may reapply to have the document removed after a further period of two (2) years. The reapplication process will commence at Step 1 of this procedure.