

Employee Personnel Files

Administrative Procedure

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| Topic: | Employee Personnel Files |
| Status: | Active |
| Effective: | January 2003 |
| Revision Date: | September 2021, September 2023 |
| Review Date: | September 2027 |
| Responsibility: | Superintendent of Human Resources |

INTENDED PURPOSE:

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.

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 files in the Human Resources Department. This does not however, preclude copies being kept in the school/centre/department files as outlined under Section B.

Section A: Human Resources Files

All Employees

- Application form/resume
- Acceptance form/letter
- Recommendations re: permanent status
- Cumulative Sick Leave Records (previous boards), if hired prior to September 1, 2012]
- Medical certificates, including x-ray or TB test (kept in segregated Employee Medical file)
- Indication of satisfactory Criminal Background Check

Employee Personnel Files

Administrative Procedure

- Upgrading letters including extra degree
- Transfer forms/letters
- Correspondence from Board supervisor/officials including letters of commendation
- Change in basic employee data (if applicable)
- WSIB Forms/correspondence applicable to Human Resources Department issues (kept in segregated WSIB file)
- Prior employment history with the Board (if applicable)
- Copy of any previous HR Information System profile (for employees hired prior to Halton District School Board)
- Any correspondence with employee/supervisor/outside parties (e.g. 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).
- DECE only: Verification of registration with College of Early Childhood Educators

Teaching Staff Only

- Reports on teacher performance as required by Teacher Performance Appraisal process
- OSSTF/QECO Category Statement
- Proof of membership with Ontario College of Teachers
- Letter of Approvals/Permissions
- Teaching experience (previous Board)
- Correspondence regarding RRSP contribution (elementary teachers only), if hired prior to September 1, 2012

Section 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. The school/centre/department file should not include any medical documentation.

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

Employee Personnel Files

Administrative Procedure

at the school/centre/department 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 Files

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 Superintendent of Human Resources. The decision of the Superintendent of Human Resources will be final.

Removal of Documents from an Employee's 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 Superintendent of Human Resources including reasons for the removal of the document.

Step 4: Upon receipt of the appeal request, the Superintendent 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 Superintendent 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 Superintendent of Human Resources will be final.

Step 6: Where a request for removal of a document has been denied by the decision of the Superintendent of Human Resources, the employee may reapply to

Employee Personnel Files

Administrative Procedure

have the document removed after a further period of two (2) years. The reapplication process will commence at Step 1 of this procedure.

Reference number: pending

Cross-Reference:

Collective Agreements/Terms and Conditions of Employment