

EMPLOYEE FILES POLICY

Preamble

The “Employment Standards Act” requires employers to keep certain employment records. These records must be kept at the employees’ principal place of business in British Columbia for a minimum of two years after the employee’s employment ends. The privacy legislation also requires employers to destroy records containing employee personal information as soon as retention, as outlined by the Board, is no longer necessary for legal or business purposes.

Policy

In accordance with the “Freedom of Information and Protection of Privacy Act”, the Board will ensure the confidentiality of personal information of its employees. Personal information may only be obtained as authorized by the Act and used for the specific purpose for which it is gathered. An employee shall have access to all personal information, which the school holds about himself or herself. The employee files must never leave the school.

Administrative Procedures

1. The employee record consists of all personal information collected or maintained by the school pertaining to the employee. The school principal shall maintain the employee files.
2. Access to an employee’s personal information can be gained during normal working hours upon appointment with the school principal. An employee’s personal information is available to:
 - a. the employee, in the presence of the school principal
 - b. other parties, such as legal counsel of the employee, with the specific written consent of the employee
 - c. a Board member, in the presence of the Board chair and school principal
3. Employee files will contain (but not limited to):
 - a. Contracts, pay adjustments, and termination documents
 - b. Performance evaluation and discipline
 - c. Medical issues/worker’s compensation documents/name changes and other demographic information
 - d. Legal issues
 - e. Communication between the Board, the school administration and/or students/parents regarding the employee. Any handwritten notes should be dated in the file.
 - f. Written statements of commendation and references
 - g. Pre-employment information collected at the time of application for employment.
 - h. Copy of driver’s licence and first aid certificate

4. The Board members and the administration should document all significant meetings with employees, even non-disciplinary ones. Also, they should document all discipline matters, even if it is delivered verbally, and make a note of the verbal discipline.
5. The Board instructs the administration to retain the employee files for 7 years after the termination of the employee. Files should be shredded and destroyed after the 7 years.
6. The Principal shall take all reasonable precautions to protect personnel records data from unauthorized access.