

EMPLOYEE RECORDS

Background

The High Prairie School Division (HPSD) believes that the record of employment of each employee should be kept in an orderly and confidential manner.

Procedures

1. The record will incorporate data pertinent to:
 - 1.1. recruitment and selection;
 - 1.2. job assignment;
 - 1.3. performance appraisal;
 - 1.4. payroll;
 - 1.5. discipline;
 - 1.6. termination of employment
 - 1.7. correspondence between HPSD and the employee.
2. The following persons may have access to employee records for the purpose of performing their duties:
 - 2.1. LSC Support Staff (only if required in the performance of their duties)
 - 2.2. LSC Executive
 - 2.3. Legal counsel for the system
 - 2.4. Authorized Alberta Education personnel
 - 2.5. Auditors
 - 2.6. Individuals authorized to perform system level evaluation
3. Other individuals may only have access to employee records with the prior knowledge and written consent of the employee.
4. The Superintendent shall develop procedures to ensure that:
 - 4.1. the accuracy and integrity of the records are preserved;
 - 4.2. the employee may examine his record for the purposes of verifying its accuracy and/or appending additional information;
 - 4.3. any reproduction of the records is properly authorized;
 - 4.4. a listing of past employees, dates of employment, and positions held, shall be maintained;
 - 4.5. employee payroll records are maintained as per HPSD retention schedule;
 - 4.6. individual records are destroyed as per HPSD retention schedule.

HPSD Forms

Administrative Form 401A – Employee Records

References

Education Act, Section 53