

#53620

GBJ-E

Personnel Records

1. Procedure:

The Superintendent/CEO shall maintain a procedure to ensure that the accuracy and integrity of the records in the personnel files is preserved.

Personnel records are the property of the St. James-Assiniboia School Division and are not to be removed from the Central Office without the approval of the Superintendent/CEO.

2. Content:

- a) Normally, personnel records will incorporate data pertinent to:
 - i) recruitment and selection
 - ii) copy of certification where appropriate
 - iii) transcripts, diplomas
 - iv) contracts where appropriate
 - v) qualifications and desired placement
 - vi) job assignment and employment history
 - vii) performance reports
 - viii) records relevant to compensation
 - ix) commendations
 - x) discipline
 - xi) termination of employment
 - xii) correspondence from and to the employee
 - xiii) other relevant documents
- b) Any change in name, address, marital, beneficiary or dependent status should be submitted to the Central Office as expeditiously as possible, by completing a "Notice of Change" or "Change in Beneficiary" form, GBJ-E. Related legal documents supporting change of name should be submitted with the form.

NOTE: Manitoba Education, Teacher Certification and Records, requires all teachers to advise their office as soon as they begin using a name other than that shown on their teaching certificate.

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3. Access to Files:**a) Authorized Personnel**

In all cases the employee files will be deemed "Confidential" and will be accessible only to those designated as "Authorized" by the Superintendent/CEO.

b) Professional Staff

- i) A teacher may have access to his/her personnel file only upon request to the Superintendent/CEO or designate.
- ii) The teacher must provide 24 hours notice to the Superintendent/CEO or designate to view his/her personnel file.
- iii) The Division may have its representative present when the teacher is examining his/her file.
- iv) In accordance with Section 101 (6) of the Public Schools Act, a teacher may have attached to the personnel record his/her written objection of, or explanation or interpretation of, any matter contained in the personnel record.
- v) An employee may request a photocopy of any document in the file. The teacher will be charged for copies at the applicable rate as set by the Board.

c) Support Staff

Please refer to: M.A.N.T.E. Collective Agreement and C.U.P.E. Collective Agreement.

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4. Complaints

- a) Any complaint or allegation against an employee, or personal criticism of an employee, shall be placed in the employee's personnel file, only when:
 - i) the complaint or allegation or personal criticism is signed by the person making the complaint, allegation, or personal criticism, and
 - ii) the employee's supervisor has notified the employee by phone, in person, or in writing that the complaint, allegation or personal criticism is available for perusal; and
 - iii) the employee's supervisor has investigated and is satisfied that the complaint or allegation, or personal criticism is warranted.
- b) If the employee writes a response to the complaint, allegation, or personal criticism, it shall be placed in the employee's personnel file.
- c) Should the employee appeal to the Superintendent/CEO the supervisor's decision to place the complaint, or allegation, or personal criticism in the employee's personnel file, and should the Superintendent/CEO overturn the supervisor's decision, then the complaint, or allegation, or personal criticism shall be removed from the employee's personnel file.

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