

Administrative Procedure 402

HUMAN RESOURCE RECORDS

Background

The Division shall maintain private and confidential human resource records for its employees. Only necessary personal information shall be collected, and such information will be used appropriately. Employees have the right of access to their human resource record and a right to seek correction of information that is contained in those records.

Definitions

The human resource record is information regarding an individual stored in any form including electronic documents. The information recorded in a human resource record may include

- Name, home address, and home telephone number;
- Original application information and documentation, including references;
- Citizenship;
- Religion (certificated staff);
- Age, gender, marital status or family status;
- Employee identification number;
- Statement of fitness to work;
- Educational history and verification of academic or professional training;
- Certificates;
- Criminal record check;
- Child intervention record check;
- Evaluation documents;
- Employment records including placements, positions, and leaves.

Procedures

1. The only information to be included in a human resource record is information necessary for the effective and efficient operation of the Division. This information must be consistent with the definition of a human resource record and shall be collected and used in compliance with the Freedom of Information and Protection of Privacy Act.
2. Human resource records for former employees of the Division will be retained as per Division practice.

3. Electronic files are to be secured. Paper and electronic records that are no longer needed shall be disposed of in a manner that maintains the confidentiality of the information in the records.
4. Only appropriate information will be released to authorized third parties.
5. Documentation shall be kept tracking the accessing of each human resource record.
6. Individual employees shall have access to their records. Appointments to access the records are to be made in advance. Files are to be examined in the presence of designated Human Resource Services personnel.
7. Documents may be copied only with the approval of the Superintendent, Human Resource Services.
8. Requests for a correction of information in human resource records are to be made in writing to the Superintendent, Human Resource Services who will investigate and determine whether or not the correction is warranted. A record shall be kept of all requests and responses.
9. Any request for a change or a change made to the human resource record, i.e. correction or deletion, must be communicated to any third party who has accessed the record during the year prior to the request or change.
10. It is the responsibility of the employee to ensure the Superintendent, Human Resource Services is provided with current and correct personal information.
11. Access to Files
 - 11.1 All Human Resource Services files shall be handled in accordance with FOIP and this Administrative Procedure.
 - 11.2 Designated Human Resource Services personnel, Payroll staff and identified supervisory staff may access individual files for the purpose of exercising their job duties and must commit to a confidentiality clause as a condition of access.
 - 11.3 Administrative staff who, by the virtue of their assignment, have supervisory responsibility for an individual may access that individual's file.
 - 11.4 Individuals who apply for relocation within the Division and/or apply for promotion opportunities, by virtue of that application, give their permission to the Supervisor of the position applied for, access to their Human Resource Services file.
 - 11.5 In the process of conducting an investigation into conduct which may lead to disciplinary response, the investigating administrator, as appointed by the Division, will have access to any pertinent Human Resource Services file as determined by the facts of the investigation. Notice will be given to the employee whenever such access has been granted.
 - 11.6 The Chief Superintendent shall have unfettered access to any Human Resource Services file of any employee for reasons determined to be in the best interest of the Division and the children it serves.

- 11.7 The personnel within the Human Resource Services department, Payroll staff and the individual's Supervisor who will have access to an individual's Human Resource Services file must be identified by name and/or position to the individual for whom the file is kept.
- 11.8 Acceptance of employment with the Division is considered as acceptance of the provisions of Administrative Procedure 402 – Human Resource Records.
- 11.9 Each new employee of the Division will be presented with this Administrative Procedure at the time of their hiring.

Adopted: April 3, 2000

Reviewed/Revised: June 12, 2002, March 12, 2004, June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 197, 204, 222
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Collective Agreements