

## **Administrative Procedure 401**

# **EMPLOYEE RECORDS**

### **Background**

A personnel file is to be maintained for each employee in Prairie South School Division. The file is to be maintained electronically through the school division human resource information system as a private and confidential record. Only necessary information is to be kept in the file. All items contained in the file are to be with the knowledge of the employee.

Employees have the right of access to their files, as well as the right to seek correction of information contained in their individual file.

### **Procedures**

1. Employee access to personnel files is permitted subject to the following:
  - 1.1 An employee has the right to view his/her file electronically through their own secure access to Prairie South School Division human resource information system.
  - 1.2 Approval of the Superintendent of Human Resources or designate is