



## **PERSONNEL FILES**

The Division will maintain an up-to-date personnel file for each employee in the Division in accordance with applicable legislation. The administration of personnel files shall be in compliance with the provisions of *The Manitoba Freedom of Information and Protection of Privacy Act* (FIPPA), *The Personal Health Information Act*, *The Personal Investigations Act*, and *The Public Schools Act*.

The establishment and maintenance of employee personnel records is the responsibility of the Human Resources Department. The files maintained by Human Resources are considered to be the official personnel files for all employees of Frontier School Division. Area offices and schools may also establish and maintain employee files for employees at that location for information purposes only. All personnel files are private and confidential.

The attached regulation provides details on file location, access and documentation.

Information: [\*The Manitoba Freedom of Information and Protection of Privacy Act\*](#)  
[\*The Personal Health Information Act\*](#)  
[\*The Personal Investigations Act\*](#)  
[\*The Public Schools Act\*](#)

Adopted September 1, 2009		
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## PERSONNEL FILES

All personnel files are subject to the following regulations.

### 1. Location

- a. All official personnel files shall be kept in the Human Resources Department in the Division office.
- b. The personnel file room and/or cabinets containing personnel files shall be kept locked. Keys to the file room and file cabinets shall be maintained by the Human Resources Coordinator.
- c. Personnel files are not to be removed from the Division office unless permission to do so is received in writing from the Chief Superintendent.

### 2. Employee Access to Personnel Files

- a. An employee shall have the right to examine the content of his/her personnel file upon request to the Human Resources Coordinator. The employee may examine the file in the presence of the Human Resources Coordinator or designate but shall not be permitted to remove the file or any document within it.
- b. To obtain access to his/her personnel file, the employee shall complete Exhibit E.1.O-EX1 and forward to the Human Resources Coordinator.
- c. No employee other than the Chief Superintendent (or designate), Area Superintendent (or designate), and Human Resources personnel shall have access to personnel files.
- d. Access to personnel files may be granted to an employee's immediate supervisor, but the supervisor shall not be permitted to remove the file or any document within it.

### 3. Documentation in Personnel Files

- a. Employees must be aware of documentation placed in the official personnel file.
- b. Official personnel files will include, but are not limited to, the following information.
  - advertisement for the position,
  - application form/resume,
  - appointment form,
  - acceptance form/letter,

- pension/benefits information,
  - performance appraisals,
  - correspondence with employee/supervisor/outside parties (e.g. benefit carriers),
  - other employment related documents.
- c. Information contained in personnel files will not be made available to parties or persons external to the Division, except as authorized in writing by the employee or as may be required by law. The employee shall be notified when information is made available under this provision.

**4. Retention**

- a. Personnel files for employees who are not receiving a pension from the Division will be retained for 20 years from the last date of employment.
- b. Personnel files of employees who are in the receipt of a pension from the Division will be retained for 7 years from the last pension payment issued.
- c. Prior to the personnel file being destroyed, the employee’s name, social insurance number, date of birth, last position and location, original hire date, termination date and file destruction date will be recorded for reference purposes and retained for an additional 7 years.

Adopted September 1, 2009	Revised October 21, 2011	
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### ACCESS TO PERSONNEL FILES

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_  
(please print)

School/Office \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE:

- 1. Files shall be reviewed in the office of the Human Resources or designate.
- 2. This request is to be placed in the employee's file.
- 3. The employee may request a copy of any document from his/her personnel file. This request must be in writing to the Human Resources Coordinator.

Permission is granted to \_\_\_\_\_ to access his/her personnel file.

\_\_\_\_\_  
Human Resources Coordinator

\_\_\_\_\_  
Signature, Human Resources Coordinator

\_\_\_\_\_  
Date

Adopted September 1, 2009		
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