



## Personnel Files - Procedure

All personnel files are subject to the following regulations.

### 1. Location

a. All official personnel files shall be electronic, and access to files shall be to only those who have authorization.

### 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 Director of Operations. The employee may examine the file in the presence of the Director of Operations or designate but shall not be permitted to delete the file or any documents within it.
- b. To obtain access to his/her personnel file, the employee shall simply advise the Director of Operations, who will advise the time suitable for viewing.
- c. Only those designated by the Director of Operations shall have access to personnel files.

### 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.
  - application form/resume,
  - Contract
  - pension/group benefits information,
  - performance appraisals, evaluations
  - 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 SEC, 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 SEC will be retained for 7 years from the last date of employment.

b. Personnel files of employees who are in the receipt of a pension from the school will be retained for 20 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

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