



### **Personnel File and Access to its Contents**

The security and maintenance of confidentiality of information contained in the personnel file of each employee is of prime importance to the Park West School Division. Access to personnel files by the individual employee or administrative staff shall only be in accordance with the Administrative Procedures outlined below.

Information relating to rates of pay, working conditions and job descriptions may be shared with private and public business concerns provided that:

- (a) the salaries of individual employees are not divulged without their consent;
- (b) the division is responding to the requirements of provincial or federal legislation.

Information on payroll, working conditions, and job descriptions of individuals may be provided in confidence to the Manitoba School Boards Association.

#### **Access to Personnel Files Procedure**

Any employee of the Park West School Division shall have the right to peruse or inspect his/her own individual personnel file in the presence of the Superintendent/CEO or his/her designate.

Administrative staff may be granted the opportunity to review the personnel file of another staff member who is, or is about to come, under his/her direct supervision.

Access to personnel files by those mentioned above may be obtained by following these procedures:

1. Personnel files may be removed from the filing cabinets only by one of the following:
  - The Superintendent/CEO or his/her Executive Assistant
  - A person designated by the Superintendent/CEO.
2. Personnel files are not to be removed from the immediate filing area for review except by permission of one of the superintendents. In no event is a file to be removed from the Administration Office in which it is maintained.
3. An individual reviewing his/her own file shall do so in the presence of one of the superintendents or his/her designate.
4. Administrative personnel wishing to review the personnel file of another staff member must first seek the permission of the Superintendent/CEO or the Secretary-Treasurer.
5. No information is to be removed from any personnel file by anyone except the Superintendent/CEO, or the Secretary-Treasurer.
6. Files must be returned as soon as possible to the Superintendent/CEO, his/her respective Executive Assistant for re-filing.



**Tracking Form for Access to Personnel File**

Please fill out the information below:

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Accessed by: \_\_\_\_\_

Reason for access: \_\_\_\_\_