

# Code G: Personnel and Employee Relations

<b>POLICY TITLE AND CODE</b>
<b>GENERAL PERSONNEL POLICIES - PERSONNEL FILES</b> <span style="float: right;"><b>GBD</b></span>

## STATEMENT OF POLICY

Greater Saskatoon Catholic Schools shall maintain a personnel file for each employee of the school division.

## RATIONALE

Employees of Greater Saskatoon Catholic Schools have a right to access personal information that has been compiled on their and the employer's behalf.

## AUTHORITY

- *The Education Act, Section 85*
- Provincial Agreement

## GUIDELINES

1. The maintenance of personnel files shall fulfill the requirements as prescribed from time to time by the Minister and other relevant provincial government regulations and collective agreements.

## PROCEDURES

1. A request by an employee to view her/his personnel file shall be directed to the Superintendent of Education, Human Resource Services Division.
2. A personnel file may be examined only in the presence of the Superintendent of Education, Human Resource Services Division, or her/his designate.
3. A personnel file may not be removed from the Catholic School Board Office.
4. Material contained in the personnel file may not be amended, deleted, or copied without the approval of the Superintendent of Education, Human Resource Services Division, or her/his designate.

## **REFERENCES**

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships
- To support staff members as witnesses of their faith to students, each other, and the community

## **FORMS**

### **DATE APPROVED**

June 28, 1982

### **DATE AMENDED**

April 2004