

FORT LA BOSSE SCHOOL DIVISION

TITLE - **PERSONNEL RECORDS AND FILES**

POLICY - **GBJ**

Cross Reference -

Resolution # - 74/18

Legal Reference -

Last Reviewed - 23/04/18

Personnel records of work performance, absenteeism and other matters pertaining to the employees work record will be maintained by the immediate Administrative Officer in charge of supervision. Records will be kept in the workplace and in the Division Office.

Employees of the Division will have visual access to their own personnel file. Requests to view this file must be sent to the Secretary-Treasurer and an appointment will be made to accommodate the request. The Employer will have its representative present when an employee is examining their personnel file. It is understood that employees may make copies of any documentation contained in their personnel file. An employee's reply to any document contained in his or her personnel file will also be placed in the employee's personnel file. The employee's personnel file shall be located in, and maintained by, the Division Office.

