



### 6.4 Personnel Records

The Revelstoke Board of Education will ensure records in its possession are kept in a manner that meets the Board's responsibilities to individuals under the Freedom of Information and Protection Privacy Act (FOIPPA).

Personal information on an individual will be gathered and shared on a need-to-know basis. The Superintendent is responsible for the security of, and, appropriate access to an individual's personnel records.

#### Guidelines

1. Personnel Records: Each employee's personnel file contains documents or copies of documents relevant to the employment relationship that are collected, assembled, or maintained by the School District. This information may include, but is not necessarily limited to: biographical data; transcripts; letters of recommendation; completed and signed official application form; letters of appointment; employment contracts or agreements; professional development records; performance evaluations; awards and honours; health and safety; documentation of disciplinary action; memoranda and correspondence concerning the employment relationship of the employee; and transfer materials.
  - 1.1 Medical Records and Documentation: Medical records will be stored in a separate sealed section within the personnel file. Access to an employee's medical information and any medical related correspondence is restricted to the Superintendent and Secretary-Treasurer. Supervisors/principals generally may not be provided medical information about employees. A supervisor is entitled to know any necessary restrictions on an employees duties and information necessary to make reasonable accommodations.
2. Confidentiality: Personnel records are considered confidential, with access only on a need-to-know basis. Notwithstanding any conditions described elsewhere in this policy, violation of confidentiality by any employee involved in maintenance or handling of the personnel records may be grounds for disciplinary action, up to and including dismissal from employment.

3. Access to Personnel Records by other employees and supervisors: Personnel records may be accessed by supervisors only in the course of performing their job functions, on a need-to-know basis.