

Access to Personnel Records

Category	Human Resources		
Subject	Access to Personal Records		
Adopted	November 2015	Revised	February 2021

Policy Statement

Personnel Records are confidential and are considered to fall under the policies outlined in the RTIPPA. An employee or former employee shall have access to their personnel file by following the procedures established by the respective Collective Agreements.

Procedures

1. To examine their own personnel files, employees or past employees shall make an appointment with Human Resources in the Education Centre for a mutually agreeable time to review the file(s).
2. Human Resources personnel shall be present during the examination of the file(s).
3. After the employee has reviewed the contents of their file(s), they may request and be given copies of all or part of the contents of the file.

Reference

Collective Agreements or Management and Non-Union Policies, Part II

Appendices