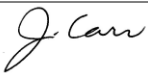




Access to Human Resource Services Files

Administrative Regulation 204.1

1. All HRS files shall be handled in accordance with FOIP and this protocol.
2. Designated Human Resource Services Personnel, Payroll Staff and identified supervisory staff may access individual files for the purpose of exercising their job duties and must commit to a confidentiality clause as a condition of access.
3. Administrative Staff who, by the virtue of their assignment, has supervisory responsibility for an individual may access that individual's file.
4. Individuals who apply for relocation within the Edmonton Catholic School District and/or apply for promotion opportunities, by virtue of that application, give their permission to the supervisor of the position applied for, access to their HRS file.
5. In the process of conducting an investigation into conduct which may lead to disciplinary response, the investigating administrator, as appointed by the district, will have access to any pertinent HRS file as determined by the facts of the investigation. Notice will be given to the employee whenever such access has been granted.
6. The Superintendent of Schools shall have unfettered access to any HRS file of any employee for reasons determined to be in the best interest of the school district and the children it serves.
7. The personnel within the Human Resource Services Department, Payroll Staff and the individual's supervisor who will have access to an individual's HRS file must be identified by name and/or position to the individual for whom the file is kept.
8. Acceptance of employment with the district is considered as acceptance of the provisions of the Access to Human Resource Service Files Regulation.
9. Each new employee of the district will be presented with this regulation at the time of their hiring.
10. HRS Files cannot be removed from the Human Resource Service Office without signed authorization. Access to files will be monitored and recorded by HRS Staff. This documentation shall be kept by the HRS Filing Clerk.

Reference: Board Governance Policy EL# 5 FOIP Section 1, 6,33,34,36,38,39,40	Approved: 
	Date Approved: June 12, 2003
Cross-reference: AP 205, 403	Date(s) Revised: March 12, 2004