

PERSONNEL RECORDS

Background

Orderly administration of the District requires the compilation of information about all employees.

Procedures

1. The employee's personnel file may contain:
 - 1.1 Pre-employment materials, including correspondence associated with the applications, curriculum vitae, transcripts, letters of reference and placement documents.
 - 1.2 Copies of letters relating to

10. Employees or former employees may authorize the release of salary and other employment-related information to specified businesses and lending institutions.

Reference: Sections 22, 65, 85 School Act
Employment Standards Act
Freedom of Information and Protection of Privacy Act
Collective Agreements

SD No. 40 (New Westminister)

Adopted: May 30, 2017

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminister)