

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Employee Records			
Procedure Type:	Human Resources	Implementation Date:	MAY 25, 2026
Procedure Number:	5.45	Last Revision Date:	SEP 1, 2026
AP Owner:	Privacy Officer	Last Review Date:	MAY 25, 2026
Legal Reference(s):	<i>Local Authority Freedom of Information and Protection of Privacy Act, 1990, s. 9, 13-22, 23, 23.1, 30, 31</i> <i>Saskatchewan Employment Act, s. 2-38</i> <i>STF Collective Bargaining Agreement 2023-2026, Article 10</i> <i>CUPE Local 4747 Collective Agreement 2022-2025, Article 13.04</i>		

Background

Living Sky School Division (LSKYSD) maintains personnel files for each employee as part of managing the full employee cycle. Other employee records are created over the course of operations. LSKYSD has an obligation to maintain accurate personnel files and to keep all record secure. Employees have a right to access their personnel file according to statutes, regulations, and collective agreements.

Scope

This procedure applies to all personnel files and records maintained across the school division.

Definitions

Employee records are any records generated by employees. This includes the personnel file maintained by Human Resources, and it also includes other records generated by or about the employee such as those held in the student information system, employee attendance management system, email, and supervisor notebooks.

Transitory records are temporary records with short-term usefulness that are not required to be retained in files. Examples include sticky notes, phone messages, and drafts.

The **medical file** is a file that contains personal medical information collected as retained by Human Resources and required for the administration of specific policies or benefits.

The **personnel file** is the folder of employee records maintained by Human Resources. The personnel file is referenced in Article 10 of the current STF collective bargaining agreement and in Article 13.04 of the current CUPE Local 4141 collective agreement.

Personally Identifiable Information (PII) or **personal information** is information about an individual recorded in any form. PII is information that is personal to the individual as opposed to information generated as part of the work they do. A complete list is contained in section 23 of the *Local Authority Freedom of Information and Protection of Privacy Act, 1990 (LAFOIP Act)*.

Roles & Responsibilities

Privacy Officer

- acts as the privacy head for LSKYSD, as designated by the director
- leads the process when an LAFOIP request is made to view employee records



- leads the process when a privacy breach is suspected to have occurred
- provides advice and support when access requests are made

Human Resources Administrator

- ensures personnel files are accurate and maintained in accordance with this administrative procedure as well as relevant statutes and regulations
- leads the process when an employee requests to view their personnel files

Supervisors

- ensure employee records under their care are reasonably secured

Employees with access to employee records

- ensure employee records under their care are reasonably secured
- maintain confidentiality regarding the employee records they access

Employees

- request access to their personnel files and records as needed

Procedures

General

1. LSKYSD shall collect and maintain employee records in the course of operations.
 - a. All records generated by employees of LSKYSD in the course of their work for LSKYSD are the property of LSKYSD. Records are owned and controlled by LSKYSD over the course of the record retention and disposal.
 - b. LSKYSD holds the sole authority to direct how its employee records are used, accessed, stored, protected, and disposed of, with reference to the *LAFOIP Act* and other statutes.
 - c. LSKYSD primarily refers to the Saskatchewan School Boards Association (SSBA) as the interpreter of privacy statutes and regulations, namely
 - i. the *Privacy and Access in Saskatchewan Schools* guides,
 - ii. the *Records Retention and Disposal Guide for Saskatchewan School Divisions*, and
 - iii. legal services provided by the SSBA.
2. Responsibility for safeguarding employee records sits with the positions that maintain where the records are held, subject to LSKYSD policies and procedures, including administrative procedure 5.38 *Records Collection Access and Privacy* and 7.08 *Records Retention and Disposal*.
3. Transitory records shall not be retained in employee files or medical files and shall be securely disposed of as soon as they are no longer current.

Personnel Files

4. Human Resources shall maintain personnel files for every employee of LSKYSD.
 - a. Due to PII contained in personnel files, Human Resources shall ensure strict controls over storage and access to personnel files.



5. Personnel files shall only contain records listed in the HR Personnel & Medical Files protocol (internal document).

Medical Files

6. Medical files, if kept for an employee, shall be separate from the personnel files and shall only be accessible by the employee and one designated official.
 - a. For STF and LEADS employees, the designated official is the Human Resources Administrator responsible for STF and LEADS.
 - b. For CUPE and out-of-scope employees, the designated official is the Human Resources Administrator responsible for CUPE and out-of-scope employees.
7. Medical files shall only contain records listed in the HR Personnel & Medical Files protocol (*internal document*).

Employee Access to Personnel Files & Medical Files

8. Employees have a right to request access to their own personnel file and medical file.
 - a. Requests shall be written and made to Human Resources.
 - b. Human Resources and the employee shall arrange a time to access the file that is convenient for both the employee and Human Resources. This time shall be within 30 days of the request being made.
 - c. Files shall only be accessed at the Central Services office.
9. There shall not be a fee for access to an employee's personnel file or medical file.
10. The following conditions of access apply when accessing personnel files and medical files.
 - a. Access is granted to the employee only to access their own files.
 - b. Before accessing their files, an employee must provide sufficient proof of identity.
 - c. Files shall be accessed in the presence of a Human Resources Administrator.
 - d. Contents of files shall not be removed or modified.
 - e. Contents of files shall not be copied without consent from the Human Resources Administrator present.
 - i. LSKYSD may elect to levy a fee for the duplication of contents if the Human Resources Administrator determines that duplication would be onerous on the department.
11. Some records in personnel files or medical files may not be provided to the employee for viewing if, in the determination of the privacy officer, the record is exempted from disclosure according to the *LAFOIP Act, 1990*, s. 13-22.
 - a. In cases of exemption, the employee shall be informed in writing.
12. Employees may request to add a written comment on records contained in their personnel file or medical file, to be attached to the record. The Human Resources Administrator shall determine whether to add the comments.
13. Employees may request a correction to a record in the personal file or medical file. The Human Resources Administrator shall determine within 30 days of the request whether to accept the correction. If the Human Resources Administrator declines to accept a correction, they shall accept a written comment instead, to be attached to the record.



14. Employees shall acknowledge the examination of information by signing a dated statement to that effect. This statement shall be retained in the employee's personnel file.
15. Disciplinary documents in the personnel files may be removed according to articles in the employee's collective bargaining agreement.
 - a. Out-of-scope employees shall follow the terms of the CUPE collective agreement.

Employee Access to Employee Records other than the Personnel File or Medical File

16. Employees may request access to their other employee records for which they don't have access as part of their regular work.
 - a. Requests shall be written and made to the position responsible for safeguarding the records.
17. Requests shall be handled as other access to information requests made through *LAFOIP*. The level and type of access shall be determined by the position responsible for safeguarding the records in consultation with the privacy officer.

Retention and Disposal

18. Employee records shall be retained and disposed of according to relevant statutes and direction from the SSBA.

Related

HR Personnel & Medical Files protocol (*internal document*)

References

5.38 Records Collection Access and Privacy
7.08 Records Retention and Disposal

[Sask Schools Privacy](#) (*SSBA and SASBO*)

Records Retention and Disposal Guide for Saskatchewan School Divisions (*Saskatchewan School Boards Association document*)