

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: GBM
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PERSONNEL RECORDS

1. Employees are responsible for submitting medical certificates for the Working Anecdotal File, and other required credentials to the School Division office for entry into their personal records.
2. Any changes of address, marital status, or income tax exemptions etc. shall be submitted in writing to the Secretary Treasurer.
3. Permanent personnel files of all teaching and administrative staff are private and confidential. These files will be kept in a secure location within the Division Office and may not be allowed out of the office except for cases of dismissal and Court or Department of Education certification hearings.
4. Principals who wish to view the permanent files of their staff or perspective staff may be allowed access in the presence of the Superintendent.
5. Requests for information from these files by outside agencies must be made to the Superintendent, and may be released with the following criteria:
 - a) The teacher is aware of the request and has no objection to such access.
 - b) Reference requests regarding teacher competency will be answered by referring to the most recent evaluation.
 - c) Requests for information made by the Board of Trustees must be made to the Superintendent who will examine the file and prepare a response to the request.
 - d) No files or information will be released without the consideration of the appropriate legislation (i.e. FIPPA or PHIA).