



ARCHDIOCESE OF REGINA

Policy Name:	Employee Access to Employee Personal and Personnel Files	Number:	S5-1
Policy Type:	Personnel Records	Date Approved:	February 2016
Legislation:	<i>The Local Authority Freedom of Information and Protection Act, 1990, Parts 2, 3, and 4 and Sec. 31(1), (2), Sec. 32</i>	Date Revised:	

Policy Statement: In the spirit of transparency, employees can make a written request to examine the contents of their personnel file. Prior arrangements must be made. Access to an employee's personnel file is subject to *The Local Authority Freedom of Information and Protection Act, 1990*.

- Procedure:**
- a) Requests by employees to examine their personnel file shall be directed in writing to the administrator responsible for Human Resources.
 - b) The administrator responsible for Human Resources shall arrange a mutually satisfactory time for the employee to examine the personnel file.
 - c) The personnel file:
 - i. Must be examined in the presence of the administrator responsible for Human Resources.
 - ii. Must be examined at the Archdiocesan Office.
 - iii. May not be removed from the Archdiocesan Office.
 - d) Materials regarding an employee that were submitted in confidence in accordance with *The Local Authority Freedom of Information and Protection Act, 1990, Sec. 31* shall be identified but may not be examined by the employee unless written permission is secured from the originator of such confidential material.
 - e) Material in the personnel file may not be amended or deleted without the approval of the administrator responsible for Human Resources.
 - f) The employee may submit a signed, dated statement concerning the contents of the personnel file and request specific placement of this statement in relation to contents of the file. This statement shall be incorporated into the file as specified by the employee.

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