

3.10 PERSONNEL FILES**INTENT:**

LICA requires the maintenance of personnel files for each employee and contractor.

3.10.1 DIRECTIVES:

- 3.10.1.1** LICA will maintain a confidential personnel file for each employee or contractor under the authority of the Freedom of Information and Protection of Privacy Act as well as other Acts such as the Income Tax Act.
- 3.10.1.2** The personal information collected is required for administrative purposes and is disclosed to relevant individuals or work units as appropriate (i.e., for management reporting purposes, for payroll processing).

3.10.2 IMPLEMENTATION:

- 3.10.2.1** Personnel files may include the following:
- Pre-employment materials, including correspondence associated with the original application, resume/curriculum vitae, transcripts, letters of reference, and employment agreements.
 - Copies of letters and decision points relating to Board actions respecting the individual, including initial appointment, leaves of absence, administrative responsibilities, etc.
 - Copies of the employee's or contractor's professional development, achievements, and performance evaluations. A personnel file will not contain items submitted anonymously.
- 3.10.2.2** Upon request to the Board or designate, the employee or contractor will have the right to examine the contents of his/her personnel file. Such examination will be in the presence of the Board or designate and recorded in the file.
- 3.10.2.3** Information contained in a personnel file will not be made available to parties or persons external to LICA, except as authorized by the employee or contractor in writing, or as subpoenaed by law.

Review Dates: September 27, 2006, June 11, 2009; May 3, 2017, June 17, 2020, April 24, 2023

Approval Dates: September 27, 2006; June 11, 2009; June 1, 2017; September 24, 2020; April 27, 2023

Operational Policy: Personnel Policy 3.10 - Personnel Files