

Section/Number: Compensation Management - 002	Approval Date: (DD/MM/YY)
Subject: Employee Records	Amendment Dates:
<p>Policy</p> <p>Employee records are maintained for all Community Government employees. All information contained in the employee records is maintained in strict confidence and will only be released to authorized individuals under appropriate circumstances as outlined below.</p>	
<p>Definitions</p> <p>Delegated Employee – The Employee who has been delegated responsibility for Personnel Administration (i.e. the Payroll Officer).</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Information concerning an employee must be contained on the Personnel File in order to be considered part of the employee’s official record of employment. <ol style="list-style-type: none"> <li>1.1. Information contained in the Personnel File will include: <ol style="list-style-type: none"> <li>1.1.1. Interview Rating Forms, Reference Checks and Criminal Records Checks (to be contained in sealed envelopes)</li> <li>1.1.2. Personal Information including legal name, address, banking information, marital status/records and names of dependents</li> <li>1.1.3. Pay information, paysheets and payroll records</li> <li>1.1.4. Leave information and leave forms</li> <li>1.1.5. Disciplinary documentation.</li> </ol> </li> </ol> </li> <li>2. Personnel files must be maintained in a locked and secure file cabinet under the control of the Delegated Employee. <ol style="list-style-type: none"> <li>2.1. No other employee files or records are to be maintained.</li> <li>2.2. Managers/Supervisors are not to maintain duplicate personnel files.</li> </ol> </li> <li>3. Information that is not contained on the Personnel File cannot be used for any reason.</li> <li>4. Personal information will be maintained in a separate area of the file. <ol style="list-style-type: none"> <li>4.1. The Delegated Employee is responsible for ensuring that personal information about an employee is not supplied to other employees in the organization.</li> </ol> </li> <li>5. Employees are entitled to review their Personnel File by making an appointment with the Delegated Employee. <ol style="list-style-type: none"> <li>5.1. Employees must be accompanied by the Delegated Employee while reviewing their Personnel File.</li> <li>5.2. Employees are not entitled to review Interview Rating Forms, Reference Checks or Criminal Records Checks.</li> </ol> </li> </ol>	

<p>6. Employees are entitled to make copies of information, other than as stated in Clause 5, but are not entitled to remove or alter any documents or information.</p> <p>7. Supervisors may view performance-related or disciplinary documents on the Personnel Files of employees which they supervise.</p>
<p>Attachments</p> <p>N/A</p>
<p>References</p> <p>N/A</p>