

Section/Number: Human Resources – 005	Approval Date: (DD/MM/YY)
Subject: Personnel Files	Amendment Dates:
<p>Policy</p> <p>Employee records are maintained in separate Personnel Files for all Community Government employees. All information contained in the Personnel File is maintained in strict confidence and will only be released to authorized individuals under appropriate circumstances as described in this policy</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. A Personnel File will be established for each employee. 2. The Personnel File will be maintained in a secured area with access limited to the Senior Administrative Officer (SAO) and the employee designated to maintain the Personnel File. <ol style="list-style-type: none"> 2.1. Duplicate Personnel Files cannot be kept in the Managers or Supervisors offices. 3. 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"> 3.1. Information that is not contained on the Personnel File cannot be used for any reason. 4. The Personnel File will contain required personal information, performance-related information, corrective action information and leave records. 5. Employees cannot place information directly on their Personnel Files. 6. Employees are entitled to review their personnel file by making an appointment with the SAO or his/her delegate: <ol style="list-style-type: none"> 6.1. Employees must be accompanied by the SAO/delegate while reviewing their Personnel File 6.2. Employees are not entitled to review the rating forms completed during the job interview, reference checks or criminal records checks which will be contained in sealed envelopes on the employee's file 	

<p>6.3. Employees are entitled to make copies of information other than interview rating forms, reference checks or criminal records checks, but are not entitled to remove or alter any documents or information.</p> <p>7. Employees must be made aware of any corrective action documents placed on their file.</p> <p>7.1. The SAO/delegate must provide the employee with a copy of the document at the time of filing.</p> <p>7.2. Documents must be clearly marked <i>cc to Personnel File</i> or a statement must be included in the body to indicate a copy of the document will be placed on the employee's Personnel File.</p> <p>8. At the request of the employee, any documents or written statements relating to corrective action and placed on the Personnel File of an employee will be destroyed after two years from the date of the document if no further corrective action has occurred.</p> <p>9. In cases where the Community Government receives a request in any form from a third party for information concerning an employee, the SAO/delegate will:</p> <p>9.1. Check the identity of the third party</p> <p>9.2. Require the third party to produce evidence of the employee's consent (except in cases where disclosure is required by law - for example, a search warrant).</p>
Attachments
N/A
References
NWT Access to Information and Protection of Privacy Act