

Section: E	Policy Number: E-004	Approval Date: Oct. 19, 1983
Subject: Employee Records Policy (Previously Personnel Records)	Total Pages: 2	Revision Date(s): May 15, 1991, April 21, 1993; Oct. 16, 2013.

EMPLOYEE RECORDS POLICY

Community Living-Central Huron respects the privacy and confidentiality of its employees and as such will not release information, without written consent of the employee (Release of Information), unless required by law or as permitted under the Freedom of Information policy. Employees may not review any documentation that would violate the confidentiality of another employee, volunteer or person supported. The Agency shall maintain separate files for each employee related to: Personnel, Payroll and Medical. Such files are kept confidential with only authorized personnel having access. All information maintained in Community Living-Central Huron's employee files are the sole property of Community Living-Central Huron. Unauthorized removal of any documentation or information from employee files by employees or third parties is strictly prohibited. Non-compliance with the Employee Records Policy is subject to discipline, up to and including dismissal from the Agency's employ.

It is the employee's responsibility to ensure that information concerning their personal status is current at all times. The employee will immediately advise the Administrative Coordinator of any changes to the following: name, address, phone number(s), marital/family status, dependents, beneficiaries, etc.

Personnel File:

Employees of Community Living-Central Huron may request twice per calendar year to view their Personnel file. A request will be made to the Executive Director in writing; arrangements will be made as soon as possible for a mutually agreeable time to view the file. Examination of a Personnel File will be in the presence of a person designated by the Executive Director; the date and time the employee views their file will be recorded in the Personnel file. Should an employee request a copy of any documentation included in their Personnel file, they will pay for such copies, at the current photocopying rate.

Any former employee of Community Living-Central Huron or any third party that requests access to information from an Agency Personnel file must provide a written request and/or authorization from the employee and/or former employee. The request and viewing processes shall be the same as for current employees of Community Living-Central Huron.

Individual personnel records for each Staff member shall be maintained by the Executive Director or his/her designate. Documents contained in an employee's Personnel file include, but are not limited to: Resume(s); Letters of Reference/Written Reference Check; Job Application(s); signed Job Description(s); Police Check/Vulnerable Sector Check; Signed Employment Letter(s)/ Agreement(s); all Agency Acknowledgments, initial and annual; educational and training records/certificates; Performance Appraisals; Disciplinary letters; Letter(s) of Counsel or Warning; summary of employment with the Agency; Transfer Notice(s), Layoff(s) and Recall Notice(s); Letter of Resignation/ Termination; Exit Interview Notes, as applicable and any other Severance Agreements and Releases.

Payroll File:

Items contained in an employee's Payroll file, will be any document(s)/letter(s)/ agreement(s)/notice(s) required and related to the processing of payroll. Examples of such documents include: Letter(s) of Employment; Record(s) of Employment; Notice(s) from Services Canada; TD1; TD10N; void cheque(s); letters/notices/forms pertaining to benefits inclusive or Group RRSP, etc.

Medical File(s):

A 'medical file' may include a file for an employee of Community Living-Central Huron related to claims and/or information from/about Workers Safety and Insurance Board (WSIB) or the Agency's Benefit Carrier. Examples of such information, includes: copy of Employer's Form 7, WSIB; letter(s) from/to WSIB and/or Agency's Benefit Carrier regarding a claim and/or requests for additional information; copy of Application for Short/Long Term Disability Benefits, copy of Doctors/Specialist Notes, Copy of Early & Safe Return to Work Plans and/or forms/updates and revisions; Employee Incident Report(s).

Related Policies:

- Confidentiality (A-003)
- Privacy (A-004)
- Hiring Policy (E-002)
- Police Record Check (E-003)
- Staff Orientation (E-005)
- Professional Development/Training Policy (E-006)
- Employee Performance Appraisal (E-008)
- Employee Performance Standards (E-011)
- Disciplinary Policy (E-012)
- Work References (E-014)
- Retirement (E-015)
- Early and Safe Return to Work (E-016)
- Benefit Plans (E-017)
- Record Retention and Archives (E-018)