



The Corporation of the Municipality of Red Lake

**EMPLOYMENT POLICY MANUAL**

<b>Subject:</b> Personnel Files	<b>Approval Date:</b> July 17, 2013	<b>By-Law No.</b> 1785-13
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3.6 PURPOSE

The purpose of this policy is to provide guidelines for the maintenance and availability of personnel files and to ensure the integrity and confidentiality of such files.

1. PROCEDURE

- 1.1 Personnel files are maintained for each employee in order to have an accurate record of the individual's employment with the Municipality, provide consistency of practice and provide one accessible and transparent depository where all records pertaining to the employee are kept.
- 1.2 Employees are encouraged to place in their file any document that they feel may help their advancement in the Municipality.
- 1.3 Employees may have access to their personnel files, upon request, in the presence of the Human Resources Manager.
- 1.4 The Municipality respects the right of privacy of employees and all information in their personnel files is to be kept confidential. Access to personnel files is granted on a "need to know" basis only. A Supervisor is only allowed access to the personnel files of employees directly or indirectly reporting to him/her. The Human Resources Manager determines who else is allowed access to personnel files.
- 1.5 Any document of a disciplinary nature is to be dealt with in accordance with the provisions of the Collective Bargaining Agreement and/or Rules of Discipline Policy.
- 1.6 The Municipality provides references for employees upon request, subject to the employee providing authorization for such a reference. The reference can only consist of information that is contained in the employee's personnel file.



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- 1.7 The primary personnel file will hold any information that relates directly to the employee and their job. Including:
- a) Hiring
  - b) Resignation
  - c) Performance Reviews
  - d) Training/Workshop Certificates
  - e) Disciplinary Action
  - f) Orientation/Policy and Procedure signed checklists
  - g) Health and Safety Training
  - h) Letters of Thanks/Congratulations/Commendation
  - i) Criminal Reference Check Form
  - j) Employee Contract
  - k) Documented Individual Accommodation Plans
  - l) Any other information relating directly to their job
- 1.8 Lastly, any letters that are received from WSIB or relating to STD, LTD, and medical slips will be kept and a separate filing system as maintained by Payroll. Any letters generated from the Municipal office in response to WSIB or relating to STD or LTD shall also be kept in this file