

Corporate Policies

SECTION: EMPLOYMENT INFORMATION

SUBJECT: Employee File of Reference

POLICY/PROCEDURE NO. 6.3.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 3

SUPERCEDES POLICY DATED: New

APPROVED BY: Council AF123-2002

POLICY STATEMENT:

The Corporation will maintain accurate and comprehensive employee files.

A separate employee file is maintained for all employees and is referred to as the Employee File of Reference. The files of reference are located in one of two locations:

1. In the Human Resources Division for full-time employees, contract and regular part-time employees, or
2. In the Operating Departments for part-time employees (i.e. summer students).

Files of reference will contain all matters pertaining to the employee's employment including but not limited to:

- Offers of employment
- Employee demographic and benefit information
- Resumes
- Transfer and/or promotional notices
- Applicable licenses and educational certificates
- Performance and probationary evaluations
- Complimentary or disciplinary notations
- Training and development records

PURPOSE:

To ensure that all employees are aware of:

- The contents of the file of reference; and
- Who has access to a file of reference and under what circumstances.

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SCOPE:

All employees.

PROCEDURE:

1. ACCESS

The files of reference and the information contained therein are strictly confidential and shall be treated as such. Access to an employee's file of reference is limited to the employee (under supervision), the Human Resources Division, Management and others as may be required by law.

2. FILE OF REFERENCE

The employee files, residing within one of the two locations as described above, are considered to be the files of reference for all employee documentation.

Copies of pertinent employee information may be retained at each location, as is required or necessary. These files are more operational in nature and are not considered to be the Corporation's employee files.

3. RESPONSIBILITIES OF THE EMPLOYEE

Employees are responsible to ensure that any change to their personal information is forwarded to their file of reference. Changes of this nature, may include but are not limited to:

- a. Name
- b. Emergency Contact
- c. Benefits
- d. Pregnancy and Parental Leaves

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- e. Marital Status
- f. Banking and Tax Information
- g. Address, Telephone Number, etc.
- h. Training and Education
- i. Leaves of Absence

ACCOUNTABILITY:

The Human Resources Division and/or the supervisor in possession of employee files of reference are accountable for adherence to this policy as outlined.

ADMINISTRATION:

Human Resources Division

CONTACT:

Human Resources Division