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## Personnel Records

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Lead Role: Chief Commissioner

Replaces: N/A

Last Review Date: December 12, 2006

Next Review Date: 12/2009

Administrative Responsibility: Human Resources

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### Policy Statement

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Council requires that a confidential personnel record be maintained for each employee.

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### Guidelines

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1. Personnel records are the property of the County and shall contain data pertinent to recruitment and selection, job assignment and leaves of absence, performance appraisal and evaluation, payroll and benefit date, discipline and commendation data, termination of employment, correspondence between the County and the employee, and information respecting staff development and achievement. They shall not contain confidential letters of reference or unreferenced material.
2. Medical records about employees shall be kept separate from employees' "Personnel Records" and maintained in a secure office and in a secure filing system. Only authorized County representatives such as the Occupational Health Nurse and the Occupational Health Physician, shall have access to these materials. Employees may request a copy of their personal medical records.
3. Personnel records shall be in the possession of Human Resources or other authorized staff at all times.
4. Access to personnel records is limited to those employees who require the data contained in the file in order to perform their duties.
5. If a record is removed from the file room, the following information shall be recorded: record name, name and signature of authorized person removing the record and the date removed and returned.
6. An employee shall have access to their record in the presence of Human Resources staff, but shall not be allowed to remove the record or any part thereof, from the Human Resources office.
7. Upon request, an employee shall be able to obtain copies of any documents in their personnel record.
8. County employees shall not divulge, in any form, information contained in personnel records except as required by law or with the written consent of the employee.
9. Personnel records shall be transferred to appropriate storage when employees are no longer employed by the County.