

	EMPLOYEE RECORDS POLICY	
	Policy Number: P-002	
	Section: Personnel	Resolution No.: 3-3-16
	Amended by:	Effective Date: 2016 02 09

General Statement:

The Village of Salmo creates and maintains records on employees and ensures the accuracy and relevance of the information retained. The Village is responsible for the storage and privacy of this information and takes precautions to prevent misuse of the information.

No information is retained or disseminated which contravenes Human Rights legislation or other provincial or federal legislation regarding employee information.

Creation of Files:

Upon hire, two personnel files are to be established for each employee. One File is retained by the Administrator and the other file is retained by the confidential Administrative Assistant assigned to handle payroll related matters. The files contain, but are not limited to the following information and original documents:

Personnel File:

- Name, address
- Village's employment application form, and if submitted, written letter of application and resume
- A written offer and acceptance of employment
- Proof of qualifications, where specific qualifications were a condition of employment (i.e. valid driver's license, proof of enrollment in post-secondary education, drivers abstract, etc.
- Corrective letters and/or letters of commendation
- Change of status forms for any term of employment or personal information that is altered
- Training and professional development courses
- Performance reviews
- Official correspondence between the Village and the employee
- Letter of termination or resignation

Payroll File:

- Name, address, social insurance number
- Income Tax Information
- Group benefit applications/enrollments/beneficiaries.
- Pay adjustments/Change Forms
- Change of status forms for any term of employment or personal information that is altered
- Rates of pay and changes to same
- Changes to benefits
- Superannuation Plan information includes birth certificate
- Leaves of absence, termination and any severance or termination pay

The Village Administrator will determine access to the files on a "need to know" basis only and in accordance with the Freedom of Information and Privacy Protection Act. All original information shall be retained for a period indicated in the applicable legislation and as according to the Village's Records Management bylaw.

Employees may view their files in the presence of the Administrator and may have copies of any material contained in their file.

Initially approved on March 17, 2015

Renumbered on July 22, 2105(Former Policy #CS-01)

Renumbered on February 9th, 2016 (Former Policy #CA-015 RES #R4-722-15)