



Policy Type: Human Resources
Policy #: HR-200-07
Approved by Council on: November 27, 2017

Human Resources – Personnel Records

Policy

The Town of Prescott shall maintain personnel records that contain documentation regarding all aspects of employees' employment and records required by law.

Objective

To ensure the effective compilation, organization and confidentiality of personnel records.

Procedure

The Town recognizes its responsibility for safeguarding personnel records, which shall be kept in locked files in either physical and/or electronic form.

It is the responsibility of each employee to promptly notify the Town, in writing, of any changes to information pertinent to his/her personnel file, including changes to the employee's home address, telephone number, marital status, or emergency contacts.

Registered, certified, licensed, or similarly qualified employees are required to submit proof of registration, certification, license, or other similar qualification to their supervisor for filing in the employee's personnel record. Failure by the employee to produce such documentation upon request will be considered just cause for termination of employment.

Employees shall be responsible to submit to their supervisor, annual renewals, if applicable, of such documentation. Failure to produce such documentation will be considered just cause for termination of employment.

The employee's personnel file will contain:

- a) Job description, interview information, letter of offer/contract, employee photograph;
- b) Criminal reference check;
- c) Education/qualification documents required;



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Human Resources – Personnel Records – Continued

- d) Payroll, health benefit and pension information;
- e) Sign-off sheets – keys, identification cards, electronic equipment, etc.;
- f) Letters of counseling and discipline;
- g) Performance appraisals;
- h) Leave of absence requests and responses;
- i) Exit interview;
- j) Other information as identified for this file;

Separate files will be kept to contain such records as attendance, WSIB, grievance, etc.