

2.4 Employee Files Policy

Intent

The employer has adopted this policy to ensure that all employee files are maintained in a confidential manner, are kept up-to-date, and include all pertinent information relating to an individual's employment with the company.

Scope

This policy applies to all employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing employee files. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Guidelines

The employer will maintain personal files for each employee and the files will include relevant and up to date personal, medical and employment information. All files will be stored securely and kept confidential using appropriate safe guards with only authorized personnel having access.

At no point will any information contained within any of the employees' files be communicated publicly without the prior written consent of the employee, unless required by law or as permitted under Freedom of Information Legislation.

Employees that wish to review their files must submit a written request a minimum of three business days prior to the date of review. Employees must be accompanied by a management representative while viewing their file(s). Employees *may not* review any documentation that would violate the confidentiality of another employee. Employees may request copies of documentation included in their file.

Employees may challenge the accuracy of documentation in their personal file(s), request that corrections be made, and request that a written note of their comments be added as an annotation to the documentation.

Former employees may request access to their personal file(s) and must provide photo identification. The request and viewing process is the same as for current employees.

Any third party that requests access to a personnel file must provide written authorization stating that they are permitted by the employee to review their file. The request and viewing processes shall be the same as for current employees.

All information maintained in the personnel file is the sole property of the company. The removal of any documentation or information from a personnel file by employees or third parties is strictly prohibited. Employee files will be maintained for a period of three years after the employee's last day of work.

Documents stored in personnel files shall include (but not be limited to):

- Employment application
- Resume
- Up to date personal information, including address, phone numbers, marital status etc.
- References
- Offer of Employment

- Employment Contract
- Emergency contact form
- Relevant medical information
- Banking Information for Direct Deposit
- Employee Handbook and Policy Manual signed acknowledgement and agreement forms
- Documented disciplinary actions
- Documentation of complaints/disputes/grievances filed by the employee
- Performance improvement plans (where applicable)
- Performance reviews
- Career planning documentation
- Attendance records
- Vacation, lieu day and request day off forms including approved and unapproved requests
- Accident/incident report forms involving the employee including Worker's Compensation Insurance Claims Forms
- Medical documentation for any required absence(s)
- Functional abilities forms required in any Return to Work (RTW) process
- Documentation regarding forms of reasonable accommodation required as part of any RTW process
- RTW plans, including documentation of any updates or dialogue during this period
- Records of recognition/commendation
- Copy of union membership card, where applicable
- Any reports, certificates or documents completed for professional development purposes

Employees are required to submit a completed Change of Information Form if any changes have occurred with their personal information.