

Passed By Council on:

Purpose

To provide for the maintenance of a confidential record of employment for employees.

Policy Statement

1. Personal Records of employees shall be established upon hiring. All information pertaining to their employment shall be placed in that record. No other official record may be maintained.
2. Access to the personal record of an employee shall be restricted to the employee, staff of the Department of Human Resources, and to management staff directly involved with the continued employment of the employee.
3. Requests for "Reference Checks" will only be responded to by the Department of Human Resources and shall normally be restricted to confirmation of employment, position and length of service. Requests for more detailed 'reference checks' may only be responded to by the Director of Human Resources or the Manager of Employee Relations. Other written confirmation of employment benefits shall be provided by the Department of Human Resources upon written request by the employee.
4. Payroll records of employees shall be maintained by the Payroll Section of the Department of Finance under the same terms as above.

Application

Responsibilities

Department of Human Resources and Payroll Division, Department of Finance.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Management Handbook Policy Statement No. 26. Finance and Administration Standing Committee Report - July 13, 2001; Regular Meeting of Council - July 23, 2001

Review Period

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