

 Rainy River District Social Services Administration Board	SECTION: Human Resources
	POLICY TITLE: Employee Files
ORIGINAL DATE: May 6, 1999	POLICY AREA: Employee Relations
REVISION DATE: December 17, 2015	POLICY NO: HR-3.2
NEXT REVIEW DATE: December, 2019	APPROVED BY: Board Res. #100/15

Policy

Employee Files will be maintained by Human Resources for all employees of the Rainy River District Social Services Administration Board (RRDSSAB), within the requirements of legislation, including all relevant freedom of information and protection of privacy legislation, and employment legislation. All appropriate documents, reports and/or correspondence will be kept in the respective file for subjects such as Personnel, WSIB claims, Short-term Disability (STD) claims, Long-term Disability (LTD) claims, and medical and/or Health information. Files may be retained in paper or electronic format or a combination of both dependant on the requirements of the organization. All employee files will be kept in the RRDSSAB main office under double locked security (locked office & file cabinet) within the Human Resources department.

Procedure

Personnel File

1. The Personnel file will contain:
 - a) the employee's resume/application;
 - b) written or recorded references;
 - c) interview format for position;
 - d) verification of qualifications, if required;
 - e) letter of offer of employment;
 - f) a signed Oath of Confidentiality;
 - g) all performance appraisals;
 - h) any written documentation relating to discipline; and
 - i) any other documentation/correspondence relating to the employee's performance.
2. The Supervisor/Manager can access Personnel files for those employees who report to them.
3. The employee may access their Personnel file during normal business hours in the presence of the Human Resources Officer upon three (3) business days

written notice or immediately upon receiving written discipline. An employee may request a correction or amendment to the contents of any such records. Should the request be denied, the employee may submit a notation indicating the nature of the disagreement. Upon the written request of the employee, within the confines of relevant legislation, the Human Resources Officer may release information in the Personnel file to the respective employee.

4. Following the termination of employment, both voluntary and involuntary, the employee's Personnel file will be retained by the Human Resources Officer for a period of seven (7) years, plus current year, after which time it will be destroyed, within relevant policy and legislation.
5. At the end of each calendar year, Human Resources will identify which Personnel files are due for destruction. Once destroyed, HR will note the same on a *Record Destruction Log*.

WSIB File

1. Appropriate documents, reports and/or correspondence will be kept in a WSIB claim file for each claim filed with the Workplace Safety & Insurance Board.
2. Claim information will only be shared with individuals who require the information to perform their duties.

STD/LTD File

1. Appropriate documents, reports and/or correspondence will be kept in the respective Short-term Disability (STD) or Long-term Disability (LTD) file for each claim filed.
2. Claim information will only be shared with individuals who require the information to perform their duties.

Health File

1. Any medical and/or health related information such as Illness forms or other medical reports will be retained in the employee's Health file.
2. Limited medical and/or health information will only be shared with individuals who require the information to perform their duties.