

<b>TITLE:</b> EMPLOYEE RECORDS POLICY	
<b>APPROVED:</b> September 10, 1998	<b>REVIEWED:</b> February 25, 1999 April 16, 2003 October 12, 2005 November 26, 2009
<b>NEXT REVIEW:</b> 2011-2012	
<b>RESPONSIBILITY:</b> Executive Director, Human Resources in consultation with the Information and Privacy Coordinator	
<b>APPENDICES:</b>	
<b>CROSS-REFERENCE:</b> <ul style="list-style-type: none"><li>▪ Records Management Policy</li><li>▪ Freedom of Information and Protection of Privacy Act</li></ul>	

**POLICY STATEMENT :**

The Human Resources Departments in the Grande Prairie and Fairview Campuses maintain a central file of employee records which contains relevant information with respect to each employee.

**PURPOSE :**

To ensure employee records are confidential, and are held and maintained in a manner that respects the privacy of employee information and meets the requirements of the Freedom of Information and Protection of Privacy Act.

**SCOPE :**

This policy applies to records for all College employees.

**DEFINITIONS :**

An employee record is any form, report, original, microfilmed or electronic record, notes or documentation relating to or impacting the selection, status, salary, performance, benefits, disciplinary action, training, etc. of an employed, prospectively employed or separated person.

**PROCEDURE/GUIDELINES :**

**1. INTERNAL REQUESTS TO ACCESS FILES**

Access to employee records is restricted to maintain confidentiality and to adhere to “Freedom of Information and Privacy” requirements. Only designated individuals will be given access to

employee files and records in accordance with section 6 - Access to Employee Files.

Upon request, the employee will have access to view his/her employee records in the Human Resources Department. If an employee believes there is an error or omission in his/her file, he/she may request the Executive Director, Human Resources correct the information. Requests must be submitted on the "Request for Correction of Personal Information" form, available in the Human Resources Department.

Files may not be removed from the Human Resources Department.

## **2. EXTERNAL REQUESTS FOR INFORMATION**

"Freedom of Information and Protection of Privacy" regulations will be followed regarding the release of any personal information.

The Human Resources Department will verify employment for financial credit purposes provided that the employee has provided to Human Resources, either verbally or in writing, consent to release the information to the financial agency.

## **3. INFORMATION/RECORDS KEPT ON FILE**

The following information and records will be placed in the employee files:

- hiring documentation (i.e. recommendation form, resume, etc.)
- payroll documentation
- leave approvals - (notification and acceptance;) and absence reports
- tenure documentation
- documentation related to performance evaluations
- Faculty Workload Statements
- Faculty Spring and Summer Activities
- benefits documentation
- personal information, including birth date, marital status, address, phone number, and emergency notification
- written disciplinary action and related materials
- internal letters of appreciation or recognition
- letters of resignation and documentation of termination
- other relevant information regarding the employee's employment with the College

The Executive Director, Human Resources, will make the final decision as to the placement of any information into an employee file.

## **4. CULLING OF FILES**

The following documentation will be kept on file permanently:

- hiring documentation
- payroll
- professional and personal leaves
- employee's performance evaluation

- faculty workload statements and spring/summer activities
- faculty summative evaluation summaries
- disciplinary actions and related materials, subject to Collective Agreement requirements
- tenure documentation
- current personal information
- benefits and pension information

Other material will be reviewed on a regular basis and outdated material will be removed. This includes the following:

- absence reports older than five years
- disciplinary action as per the Collective Agreement requirements
- letters of appreciation or recognition older than three years (will be returned to the employee)
- other information as determined by the Executive Director, Human Resources

## 5. RETENTION OF EMPLOYEE RECORDS

Employee records files of former employees of Grande Prairie Regional College may be transferred to microfiche/electronic storage one year following the employee leaving the College's employ. Microfiche files/electronic records will be retained for a minimum of seven years.

Access to records of persons other than the employee, are subject to the receipt by Human Resources of a completed "Individual Consent to Disclose" form, available in Human Resources.

## 6. ACCESS TO EMPLOYEE FILES

Access to employee files is restricted to authorized employees where it is necessary for the performance of their duties, including but not limited to Human Resources, Payroll, Legal advisors, internal auditors, the employee's supervisor, the applicable Dean/Director, the applicable Vice-President and the President.

Employee's files may be viewed, under the following conditions:

- **Employee** – upon employee's request and in the presence of a Human Resources representative.
- **Supervisor, Dean/Director, Vice-President, President** – for confidential use where it is necessary for the performance of their duties.
- **Human Resources** – in the day to day carrying out of responsibilities
- **Access to persons other than those listed above**, are subject to the receipt, by Human Resources, of a completed "Individual Consent to Disclose" form, available in Human Resources.