



POLICY AND PROCEDURE MANUAL

SECTION: Administrative

POLICY: AD 12

Policy Date: August 2017
February 23, 2016

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Human Resource Records

Preamble:

The *Employment Standards Act* identifies some documentation that is required to be included in the Human Resource Record. The *Personal Information Protection and Electronic Documents Act* (PIPEDA) and the *Personal Health Information Protection Act* (PHIPA) also outline individuals' right to privacy with respect to their personal information; they also address organization's need to collect, use and disclose personal information for appropriate purposes.

Acknowledgement to Woodview Mental Health and Autism Services for sharing their policies which are reflected in the development of this policy.

Policy:

Contact Brant will have a current and updated Human Resource Record for all staff members.

Procedure:

- 1.0 All Human Resource Records will be stored:
 - 1.1 in a locked fire proof cabinet in a secure location to ensure confidentiality and to prevent loss or destruction, or
 - 1.2 electronically in the Chief Executive Officer's confidential drive, and in the case of payroll related information in the Executive Assistant's confidential drive. Both drives are securely backed up.
- 2.0 Only the Chief Executive Officer has access to the Human Resource Records. The Executive Assistant only has access to the section of the Human Resource file related to payroll as well as maintains the Chief Executive Officer's Human Resource Record on behalf of the Board of Directors.
- 3.0 All staff members have the right to access their Human Resource Record, and to append comments or corrections where they feel such are required.
 - 3.1 Upon reasonable notice to the Chief Executive Officer, and under supervision by the Chief Executive Officer or designate, any employee may examine the contents of their own Human Resource Record. Employees are not permitted to remove anything from the file.
 - 3.2 If an employee feels that there is inaccurate information in their Human Resource Record, they may formally write to the Chief Executive Officer with a request to have the information changed. The Chief Executive Officer must respond to this issue within two weeks from the receipt of the notice.

- 4.0 No information from the Human Resources Record will be released to any third party without the consent of the employee, except as required by government statute or legal authority.
- 5.0 Human Resource Records will be kept safe and secure for a minimum of 7 years following the termination of employment to ensure meeting any limitation periods for any employee action. Following that time, the files, other than payroll registers which include employment and termination dates of employees, may be destroyed by means of a safe and secure method.
- 6.0 Contact Brant will only collect the personal information of employees that is necessary for the purpose identified, including requirements of law, payroll, and employee contracts. Each employee's Human Resource Record will include the following:
 - 6.1 Hiring, promotion, pay adjustments, and termination documents including: resume and references received; verification of education; letter of employment including start date, wage rate, pay periods; all changes in employment status and related contracts.
 - 6.2 Payroll: Employee's name, address and birthdate; hours of work; documentation on statement of wages; tax forms; benefits and benefit deductions. This portion of the employee's Human Resource Record is maintained by the Executive Assistant.
 - 6.3 Conditions of employment including:
 - Signed Confidentiality Statement and Promise of Commitment
 - Criminal Reference check document
 - Signed Annual Attestation Declaration
 - Policy review with associated confirmation of understanding and commitment to Contact Brant policies and procedures.
 - 6.4 Performance and Discipline: Signed Job Description; performance documentation including signed Performance Appraisals; commendations; and disciplinary action.
 - 6.5 Annual Record of Attendance including eligible/taken/owed: vacation days, statutory holidays, sick days and compensatory time. Any medical issues or Worker's Compensation documents including physician's notes related to sick time or modified work will be included.
 - 6.6 Professional development: Record of professional development and training completed during employment.
 - 6.7 Any legal documentation.
 - 6.8 Registration/Association membership.
- 7.0 All significant meetings with the employee, including supervision, are documented; however these notes do not form part of the employee's Human Resource Record. Supervision notes are maintained confidentially and securely by the Chief Executive Officer.