

Ingersoll Support Services Inc.

Policy: Personnel Records

Policy # HR 4

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *April 2012*

Ministry requirement - yes

Review Date: March 22 2019

Personnel records will be maintained in a secure and confidential manner for each employee and volunteer member of Ingersoll Support Services. The record will contain information required by law and by agency policy and procedure.

Procedure:

1. The personnel record of each employee will contain the following documents:

- Hiring information
- Criminal Reference Check
- Personal References
- Payroll information
- Oath of confidentiality
- Orientation checklist
- Benefit coverage information
- Training and development records
- Emergency contact
- Performance appraisals
- Disciplinary documentation
- Correspondence from the employee or employer

A list of what is contained in the file will be kept inside the front cover.

2. Personnel files are considered to be the property of ISSI and will be maintained with due regard to confidentiality.

3. Any record or document concerning performance or discipline will be included in the employee's personnel file, only after the employee has been given the opportunity to read it and sign it.

4. A personnel file may not be taken from the Administration Offices, except in an emergency endangering the files.

5. Applications for employment will be retained in a file for a period of six months.

6. Employees may request access to their own files.

7. All records and files of former employees will be kept according to the requirements of Revenue Canada and retained intact for five years.

- Following the required retention period of five years, all personnel documents will be shredded.
- Following the required retention period of seven years, all financial documents will be shredded.