



Policy Title: EMPLOYEE RECORDS POLICY

Policy #: HR 2020-09

Section:	HUMAN RESOURCES
Initially Approved:	New
Last Reviewed:	N/A
Council Approval:	2020-03-09
Next Review Scheduled:	2021-03

PURPOSE:

The purpose of this policy is to provide guidance for retention of employee personnel records in an organized manner.

POLICY GOAL:

The goal of this policy is to ensure accurate historical employment data including such records as resume, employment application, benefits registration, training and educational records, certifications, job placement progressions, coaching and disciplinary actions, exit interviews, reference letters, and any other such matters relating to the period of employment.

SCOPE:

This policy applies to the employment record of all Village of Warfield union and management employees. Where there is an inconsistency between a collective agreement and this policy, the collective agreement shall prevail to the extent of the inconsistency.

POLICY REQUIREMENTS:

The following records shall be retained in the employee’s personnel file retained in a secure cabinet in the Village administration office with limited access (Chief Administrative Officer, Chief Financial Officer and those staff responsible for payroll functions):

Recruitment

1. Employee resume and/or application
2. Copies of certifications, abstracts, licenses, diplomas, etc.
3. Reference checks
4. Criminal Records Check (subject to the procedures detailed in the Village of Warfield Criminal Record Check Policy HR 2020-02)
5. Letter of employment or Notice of Employment form and probationary status
6. Canadian Union of Public Employees membership registration
7. Canada Revenue Agency (CRA) taxation forms
8. Promotion from probationary status to permanent employee form

Benefits Registration

1. Medical Services Plan registration
2. Municipal Pension Plan registration
3. Group Life Insurance registration
4. Long Term Disability registration
5. Dental and Extended Health, Vision Care insurance registration

Employee Orientation

1. Employee signed acknowledgement of Safety Program orientation
2. Employee signed acknowledgement of Policy and Procedures orientation

Ongoing Employment Records

1. Training records and special skills assignments
2. Continuing education records (employee to provide EOCP status and records)
3. Certification updates and renewals
4. Employment progressions, positions and classification changes, transfers and posting records
5. Coaching notes (Progressive Discipline Policy)
6. Disciplinary actions and/or suspensions (subject to Article 1.15 of the CUPE Local 2087 and Village of Warfield Collective Agreement)
7. Lay-off notices, recall notices
8. Changes in benefit status
9. Medical leave records
10. Workers' Compensation records
11. Vacation leave records
12. All records of leaves granted or taken as set out in CUPE Local 2087 and Village of Warfield Collective Agreement
13. Union appointments and union leave documentation
14. Letter of resignation or termination
15. Record of Employment forms for Employment Insurance purposes
16. Exit interview notes
17. Retirement documentation

Related Policies, Bylaws or Legislation:

Freedom of Information & Protection of Privacy Act [RSBC 1996] c. 165
CUPE Local 2087 and Village of Warfield Collective Agreement, 2018-2021
Village of Warfield Progressive Discipline Policy HR 2020-01
Village of Warfield Criminal Record Check Policy HR 2020-02