

<b>PARKLAND COLLEGE</b>	<b>CATEGORY D</b>	<b>PERSONNEL AND EMPLOYEE RELATIONS</b>
<b>EMPLOYEE PERSONNEL AND PAYROLL FILE</b>	<b>POLICY #: OPR D-14</b>	<b>APPROVED: OCTOBER 9, 2012 REVIEWED: MAY 25, 2016</b>

## **POLICY**

The Human Resource Department will manage and maintain employee personnel files at the Melville/Administration Campus. The Payroll Department will manage and maintain employee personnel files at the Melville/Administration Campus. All files are property of Parkland College.

## **GUIDELINES**

**Employee Personnel files** will contain the following original information, if applicable;

Initial documents related to initial hire and future positions such as;

Employee Resume(s)

Verification of Education and Credentials(transcripts)

Interview Guide(s)

Job Description(s)

Reference Check(s)

New Employee Checklist and related Forms

Employment Letters

All Probation and Annual Performance Reviews

Any documents relevant to Seniority, Grievances, Leaves of Absence, Discipline, legal documentation, etc.

Criminal Record Check and Self Declaration Form will be in a sealed envelope

**Payroll files** will contain the following information, if applicable;

Copy of Employee Offer

Record of Employment

Paperwork and authorization relating to employee benefit and or deductions

Garnishment Records

Direct Deposit Form and paperwork relating to advance requests, retro payments, leave payments

Provincial and Federal Tax forms

Time records

Union membership paperwork

Paperwork relating to accruals

## **PROCEDURES**

### Access

- The Human Resource department will have full access to the Personnel file.
- The Payroll department will have full access to the Payroll file.
- An employee may request access to their file upon 24 hours advance notice.
- An employee can designate, in writing, a representative to review their Employee File.

<b>PARKLAND COLLEGE</b>	<b>CATEGORY D</b>	<b>PERSONNEL AND EMPLOYEE RELATIONS</b>
<b>EMPLOYEE PERSONNEL AND PAYROLL FILE</b>	<b>POLICY #: OPR D-14</b>	<b>APPROVED: OCTOBER 9, 2012 REVIEWED: MAY 25, 2016</b>

Confidentiality

To ensure confidentiality, the following procedures apply:

- Direct access to the file area is restricted (except for Human Resource & Payroll personnel).
- All files will be viewed in the presence of Human Resource or Payroll staff. Original employee file or documents may not leave the file under any circumstances.
- Requests to take photocopies of documents will be approved by the Human Resource Director.
- To correct or remove information in the file, there must be mutual agreement to do so from the employee, the supervisor and Human Resources Director.

Termination

Once employment has been terminated; Human Resources and Payroll are not required to release any information to the employee unless approved by the Director, Human Resources.

All files will be managed according to OPR A-09 Records Retention and Disposal.