



Request to View Personnel Files Policy - Alberta

Intent

Town of Thorsby has adopted this policy to ensure that all employee files remain up-to-date, include all pertinent information relating to their employment and are available for employees to view upon their request.

Guidelines

Town of Thorsby shall maintain personnel files for each employee and permit only authorized personnel access to these files.

In accordance with Alberta's Personal Information Protection Act, at no point will any information contained within a personnel file be communicated publicly without the prior written consent of the employee or unless required by law.

Request to View Personnel File(s) Procedure

Employees shall be allowed to review their files. Employees who wish to review their files must:

- Submit a written request to view the files a minimum of 5 days prior to the date of review;
- Be accompanied by a Human Resources Representative while viewing their file(s).

Notwithstanding the above, employees *may not* review any documentation that would violate the confidentiality of another employee.

Employees may challenge the accuracy of documentation in their personal file(s), request that corrections be made, and request that a written note of their comments be added as an annotation to the documentation.

Any former employee of the organization who requests access to his/her personnel file(s) must submit his/her written request through Human Resources and provide photo identification.

All information maintained in personnel files are the sole property of Town of Thorsby.

The removal of any documentation or information from personnel files by employees or third parties is strictly prohibited.

Employees may request copies of documentation included in their personnel file(s); however, Town of Thorsby may refuse to provide the employee with the requested information, if it relates to the confidentiality of another employee or individual.

Personnel Files

Employee personnel files, available for employee review, shall include the following information:

- Employment application
- Resume
- Current personal information, including address, phone number, etc.
- References
- Employment contract
- Offer of Employment
- Family emergency contact form
- Employee Handbook and Policy Manual signed acknowledgement and agreement forms
- Documented disciplinary actions
- Documentation of grievances filed by the employee
- Performance improvement plans
- Performance reviews
- Career planning documentation
- Attendance records
- Dates of vacation taken
- Accident / incident report forms involving the employee
- Records of recognition / commendation

Management Responsibilities

Any documentation that is placed in an employee file must accurate and forwarded to the Human Resources Department, and the employee should be notified that the documentation is being placed in their file, and the nature of the documentation.

Acknowledgement and Agreement

I, _____ (Employee Name),

acknowledge that I have read and understand the Request to View Personnel Files Policy of Town of Thorsby. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____