
Procedure Title: Personnel Records Policy

Policy: 1900-22

Adopted: August 20, 2019

Amended:



POLICY: The Village of Mannville requires that a confidential personnel record be kept for each employee.

PURPOSE: The purpose of this policy is to standardize guidelines for access to these confidential files.

1.0 GUIDELINES

- 1.1 Personnel records are the property of the Village and shall contain, but will not be limited to, data pertinent to recruitment and selection, job assignment and leaves of absence, performance appraisal and evaluation, payroll and benefit starting date, discipline and commendation data, termination of employment, correspondence between the Village and the employee, and information respecting staff development and achievement.
- 1.2 Personnel records shall remain in the Village of Mannville Administration Office, under the control of Village of Mannville administrative staff at all times.
- 1.3 Access to personnel files is limited to those authorized employees who require the data contained in the file in order to perform their duties.
- 1.4 An employee shall have access to their record in the presence of Administration staff but shall not be permitted to remove the record or any part thereof, from the Village of Mannville Administration Office.
- 1.5 Upon written request, an employee or former employee shall be able to obtain copies of any documents in their personnel record.
- 1.6 Village employees shall not divulge, in any form, information contained in personnel records except as where required by law or with the written consent of the employee.
- 1.7 Personnel records will be transferred to appropriate and secure storage when employees are no longer employed by the Village.

END OF PROCEDURE