

Human Resources Policy Manual

Title: Employee Human Resources File

Women's College Hospital		Policy No:	3.20.003
Title	Employee Human Resources File	Original: (mm/dd/yyyy)	August 1, 2006
Category	Human Resources	Reviewed: (mm/dd/yyyy)	May 1, 2010
Sub-category	Employee Relations	Revised: (mm/dd/yyyy)	March 1, 2013 June 23, 2015
Issued by:	Human Resources		
Approved by:	Senior Leadership		

Note: Where employees are covered by a collective agreement, provisions of the collective agreement will apply.

Policy Statement:

The Human Resources Department is committed to ensuring that all employee Human Resources files are maintained and stored in a secured confidential area which only Human Resources staff have access to. The employee Human Resources file represents the official legal employee file of the Hospital. An employee's Human Resources file and the documents contained therein are the property of the Hospital.

The Hospital has the responsibility to ensure the safety of all staff and must have a method of telephoning staff during emergencies or as necessary in the course of regular business. Employees must provide and maintain up to date contact information, both primary and alternate phone numbers in their Human Resources employee file and with their manager.

Access to the employee's file will be permitted only by Human Resources staff as required for the legitimate performance of hospital business and as per the Freedom of Information and Protection of Privacy Act.

Managers of the Hospital are responsible for ensuring that Human Resources staff receives all original employee file documents as they are generated.

This policy applies to all employees. Provisions in the collective agreements for union employees will prevail.

Definitions:

The official employee file maintained in Human Resources contains the following:

- resume and employment application form, including previous employment history
- new employee documentation and policies signed by the employee
- offer of employment letter or employment contract signed by the employee

- references obtained
- copy of mandatory professional certification/registration and / or educational qualifications
- probationary and subsequent performance appraisals
- New Hire Data Form, Employee Documentation and Change Forms, Termination Form, and copies of any written communication to or from the employee concerning his/her employment e.g. learning plans, performance improvement plans, disciplinary letters, letters of commendation, letter of resignation, transfer requests, status changes etc.
- All benefit information, changes and beneficiary information
- All pension documentation and changes

Procedure:

- Employees may request to review their own file with a Human Resources representative present, at a mutually agreeable date and time and upon presentation of their employee photo ID.
- An employee's direct supervisor or persons to whom the direct supervisor reports may view an employee's file, with the exception of confidential personal information e.g. benefit and pension information.
- In no instance, will the employee file be provided for viewing to unauthorized persons, or removed from the Human Resources department, unless otherwise required legally.
- Employees must receive a copy of all disciplinary letters prior to placement in the Human Resources file.
- Human Resources will verify information to various interested parties e.g. banking institutions, landlords, etc, upon the employee's request and with the employee's written authorization.
- All medical information related to employees, are maintained in a secured confidential area in the Occupational Health and Safety office.
- Terminated employee files are maintained for a minimum of seven years and then all confidential documents are destroyed through a confidential third-party service provider.

References:

Confidentiality of Medical Records policy → [link](#)

Protection of Privacy Act → [link](#)