

 BRANDON UNIVERSITY	Personnel Files	Approved by: President's Administrative Council Administered by: Vice-President (Administration and Finance)
Administrative Policy	First Approved: November 2002	Updated: October 25, 2018

Brandon University (“the University”) is committed to maintaining the security and confidentiality of employee information contained within personnel files.

A personnel file consists of all employment-related and personal information for a Brandon University employee or former employee (including retirees) or employment gathered by the University.

1.0 Scope

This policy applies to all employees of the University.

2.0 Policy

Documents pertaining to employment will be retained in an official personnel file in the Human Resources office.

The confidentiality and security of personnel files is of utmost importance. Access to official personnel files may be available to faculty, staff and supervisor. Faculty and staff may access their own personnel file according to the provisions of the appropriate collective agreement.

3.0 Definitions

3.1 Personnel File: Documents will include, but are not limited to a copy of a current curriculum vitae, resume, or completed application form, letter of application, transcripts, letters of reference, request for contract, contract or letter of offer, payroll information time sheet, evaluation and observation reports, disciplinary reports, correspondence, copies of materials reflecting professional development and achievements, copies of materials reflecting salary history, correspondence relating to employee benefits, leaves, sabbaticals, promotions, grievances and other materials as deemed appropriate by the Employer.

3.2 Operational consultation: the supervisor’s ability to access information in order to make effective recommendations, manage disciplinary matters and/or conduct performance appraisals.

4.0 Accountability

The Chief Human Resources Officer is responsible for the communication, administration and interpretation of this policy.

5.0 Review

Formal review of this policy will be conducted every three (3) years with the next scheduled review date October 2021. In the interim, this policy may be revised or rescinded if the President deems necessary or if there are changes within legislation which require such.

6.0 Previous Policies

6.1 Administrative Policy, Personnel Files

7.0 Reference

7.1 HRCouncil.ca <http://hrcouncil.ca/hr-toolkit/policies-employment-legislation.cfm>

7.2 Queen's University <http://www.queensu.ca/humanresources/policies/personnel-files>

7.3 McGill University <https://www.mcgill.ca/hr/employee-relations/policies-procedures/staff-files-policy>

7.4 University of Winnipeg <https://www.uwinnipeg.ca/hr/policies/policy-personnel-files.html>

7.5 University of British Columbia <http://www.hr.ubc.ca/faculty-relations/administrator-tools/guidelines-for-personnel-files/>

Procedure

Faculty and staff may make request to view their personnel file during regular office hours, in the presence of a Human Resources employee. The file will remain in Human Resources and shall be governed by the regulations in the appropriate collective agreement. Requests should be made two (2) days in advance.

Supervisors may view their employee's personnel file for the purpose of operational consultation under the supervision of Human Resources. Supervisors should provide two (2) days' notice when possible.

Personnel files shall be secured in a locked area when regular members of the Human Resources staff are not in attendance. Access shall be maintained by Human Resources staff.

Inquiries may be directed to Human Resources at hr@brandonu.ca or (204) 727-9782.

All Administrative Policies and Procedures are available in PDF format at

<https://www.brandonu.ca/vp-finance/policies/>

Alternate formats are available upon request by contacting the Office of the Vice-President (Administration & Finance) at admin.finance@brandonu.ca or (204) 571-7850.