

# PERSONNEL FILES

## Policy

Data pertaining to employment will be placed in an official personnel file in Human Resources. Included in this data may be: 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, 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.

The confidentiality and security of personnel files is of utmost importance. Faculty and staff may access their own personnel file according to the provisions of the appropriate collective agreement.

Temporary visual access to a personnel file for the purpose of consultation or audit may be granted to the appropriate Dean or Director by Human Resources. Others must be authorized by the President, Vice-President (Academic & Research), or Vice-President (Administration & Finance).

## Procedure

Personnel files may be removed from Human Resources only by, or on behalf of, the President, Vice-President (Academic & Research), or Vice-President (Administration & Finance), for no more than two (2) days duration.

Should circumstances warrant the removal of a personnel file, the authorized person shall sign the file out, indicating the destination of the file, the purpose of the removal, and the date of return. Upon return of the file, Human Resources shall initial the form, confirming its return. The names of all those having signed out the file will be kept.

Temporary visual access to a file shall be during regular office hours, with the file remaining in Human Resources, and shall be governed by the regulations in the appropriate collective agreement. Requests must be made in advance.

Cabinets containing personnel files shall be locked at all times that a regular members of the Human Resources staff is not in attendance. Keys to the file cabinets shall be maintained by Human Resources staff.