

PERSONAL FILES POLICY

Policy #	AD-108	Revision #	01
Accessibility level	A	Effective date	April 27, 2015

1. Purpose

This policy sets out a framework for managing and administering personnel files and confidential documents within FBSU.

2. Definitions

2.1. A **Personnel File** is a record that is maintained for each employee at FBSU. These personnel files may contain confidential and sensitive documents; the personnel files at FBSU are managed and maintained by the HR department. Typical documents in a personnel file include:

- The employment application and the offer letter
- A resume
- A family emergency contact form
- Documented disciplinary action history
- Employee handbook
- Current personal information
- Job references
- The job description
- Development records such as training, education, and degrees
- Performance records such as appraisals / Probation
- Special awards and commendation letters
- Record of leaves
- Resignation letters and exit interviews
- Copy of residency
- Copy of passport / IDs
- Photo
- Contracts
- Assets
- Medical insurance
- GOSI
- Police Record (if applicable)
- Bank information
- Conflict of interest
- Appointment date

2.2. **Confidential Personnel Material** refers to information on an employee from date of hire to present, maintained by the person's name or by some identifying number or symbol. These materials can be forms, documents, records, communications, emails, files, etc. Personnel file for employee may contain several subfolders for various type of records: official personnel files, working files, medical files, payroll files, benefits files, etc.

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3. Policy

- 3.1. A personnel file is composed of several sub-files that are kept together at all time. The content of the personnel files may differ, and not all employees will have all types of sub-files in their dossiers. Working files may be at immediate supervisor's desk or the desk of the person who handles human resources matters for the unit. However, the same rules regarding security and confidentiality apply.
- 3.2. Confidential personnel materials and files must be kept in locked cabinets and drawers. Only designees from the HR department can have keys to the cabinets, desks, and storage facilities that contain these materials and files.
- 3.3. Access to an employee's personnel file should be restricted to those with supervision responsibilities for the specific employee and/or those with job duties that require access.
- 3.4. Units are expected to take reasonable measures and efforts to secure sensitive materials.
- 3.5. All sensitive documents are to be mailed and delivered in sealed envelopes marked/stamped with "confidential".
- 3.6. All working documents and documents in process must be stored in locked cabinets when not in use.
- 3.7. For those without offices, papers should be covered up if leaving one's desk for a short period.
- 3.8. During the day, fax machines are to be monitored regularly to maintain confidentiality. Long term storage areas should be accessed only by designees and must remain locked at all times.
- 3.9. An employee may view certain contents of his/her personnel file by contacting the HR department during normal business hours. No employee may alter or remove any document in his or her file which must be viewed in the presence of an HR staff member.
- 3.10. FBSU reserves the right to remove certain sensitive documents, including letters of reference and management planning documents such as succession or promotion plans. To prevent abuses of this access privilege, FBSU also reserves the right to limit the number of times an employee can access his/her file.
- 3.11. All employees are expected to provide truthful and accurate information in connection with their employment and/or the employment of another employee by FBSU. Any falsification or misrepresentation of information in connection with application materials is a serious offense and, therefore, is grounds for discharge from employment or non-selection of an applicant.
- 3.12. Occasionally, FBSU is requested to provide personal information to a government agency, an individual, an organization, or other non-governmental entity (*See the related Release of Staff Information guideline*).

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- 3.13. Personnel records must be color-coded; each functional area would have its specific color. Personnel records for each functional area must be kept in specific locker. Each locker should hold an identifying number explaining its content and the nature of file within.
- 3.14. The Personnel officer has to check the file every two years by removing the obsolete documents and the documents that is older than two years.

4. Related Documents

- 4.1. Release of Staff Information Guideline (AD-108-G1)
- 4.2. Basic Documents Guideline (AD-108-G2)