

REGION OF QUEENS MUNICIPALITY

OPERATIONAL POLICY NO. 28 PERSONNEL RECORDS

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to establish a process to maintain records pertaining to personnel employed by the Region.

Policy Objectives

1. To provide for the systematic collection, retention and retrieval of information as required.
2. To ensure proper handling and confidentiality of personnel records.

Policy Directions

1. Personnel records shall be contained in a locked file cabinet in the main vault.
2. Access to personnel records shall be restricted to the following:
 - a) Chief Administrative Officer
 - b) Director of Finance in the absence of the Chief Administrative Officer
 - c) Department Heads for employees under their supervision
 - d) Executive Secretary for filing purposes
3. If an employee requests access to their own file, this shall be granted by the Department Head. The review of the file shall only take place in the presence of the Department Head.
4. It is recognized that confidentiality of certain personnel records must be maintained to prevent invasion of employee privacy. It is, however, permissible to release certain other information in response to specific requests as follows:

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- a) **Verification of Employment:** This procedure shall be carried out only by the Chief Administrative Officer or Department Head responsible for the employee whose employment is being verified. Such requests should respond only to confirm the employment and prospects for continued employment. Salary verification must be, in writing, with the letter given directly to the employee.
- b) Salary ranges for positions can be provided to other municipalities making enquiries and in response to the Association of Municipal Administrators' salary survey. Such requests are to be referred to the Director of Finance.
- c) Responses to general enquiries from other municipalities respecting matters such as employee turnover, the general composition of the work force and specific personnel programs and policies shall be referred to the appropriate Department Head.
- d) All other requests for information shall be referred to the Chief Administrative Officer.

Approved by Council: July 15, 2002