

Section: 2.0 General Government and Administrative Services
- C. Human Resources

Authority: Chief Administrative Officer

Statement

The Municipal District of Bonnyville (M.D.) shall have a policy in regard to the filing, control, and access to personnel files.

Purpose

To protect the personal information of M.D. employees and to provide access to personnel files to staff (Reeve) that require access.

Policy

- (1) All M.D. personnel files shall be in the custody of the Human Resources Officer.
- (2) The M.D. personnel files shall be kept in a locked cabinet. Only the Chief Administrative Officer (CAO), Municipal Administrator, Human Resources Officer and Human Resources Technician may have a key.
- (3) Access to the files shall be:
 - (a) Via the Human Resources Officer or Human Resources Technician – the only exception being the CAO or Municipal Administrator who may access the personnel files at any time.
 - (b) In the absence of the Human Resources Officer and Human Resources Technician, access to the personnel files shall be via the CAO or Municipal Administrator.
- (4) The Human Resources Officer or Human Resources Technician may only release information from the personnel files as follows:
 - (a) The total contents of a personnel file shall be accessible to:
 - (i) the CAO, or in his absence the Municipal Administrator;
 - (ii) the employee's General Manager;
 - (iii) the employee – however any document or record sealed in an envelope is only to be released to the employee as outlined below;
 - (iv) the Reeve, but only in regard to the CAO's personnel file.
 - (b) Payroll and payroll benefits information shall be accessible to:
 - (i) the Manager of Finance;
 - (ii) the Human Resources Officer or Human Resources Technician.
- (5) The following information shall be put in a sealed envelope prior to being put in a personnel file:
 - (a) performance appraisals;
 - (b) reprimands or other records disciplinary in nature;
 - (c) other sensitive information.

The employee's name shall be placed on the outside of the envelope and the envelope shall be initialed by the originator of the record (Reeve, CAO or a General Manager). The envelopes may only be opened by the CAO or the General Manager for the employee (the Reeve in the case of the CAO's personnel file), who shall reseal the records in a new envelope, initial the envelope and return it to the Human Resources Officer or Human Resources Technician for replacement in the personnel file. If an employee wishes to see the contents of a sealed envelope in his/her file, the CAO or his/her General Manager (the Reeve in the case of the CAO's personnel file) shall open the envelope and allow the employee to see the contents and/or provide the employee with a copy of the contents.

- (6) The Human Resources Officer shall maintain a 'Table of Contents' in each personnel file.
- (7) The Human Resources Officer or Human Resources Technician shall, upon return of a personnel file, check the contents of the file to the Table of Contents. Any document or record missing shall be reported to the CAO (and the Reeve in the case of the CAO's personnel file).
- (8) No copies of any document or record in a personnel file shall be kept by any person, except the employee from whose file the record or document came.

Review Period

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	10.12.24
Related Documentation: (plans, bylaws, policies, procedures, etc.)	