

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 regarding the filing, control, and access to personnel files.

Purpose

To establish guidelines for providing access to personnel files to authorized staff, when required, to ensure the protection the personal information of M.D. employees.

Policy

- (1) All M.D. personnel files shall be in the custody of the Human Resources department.
- (2) All M.D. personnel files shall be kept in a locked cabinet. Only the Chief Administrative Officer (CAO), General Manager of Corporate Services, and Human Resources department shall have a key.
- (3) Access to the personnel files shall be primarily through Human Resources. In the event that Human Resources is not available, access can also be provided by the CAO or General Manager of Corporate Services.
- (4) Human Resources may only release information from personnel files as follows:
 - (a) The total contents of a personnel file to:
 - (i) the CAO, or in his/her absence the General Manager of Corporate Services;
 - (ii) the employee's General Manager;
 - (iii) the employee;
 - (iv) the Reeve, but only regarding the CAO's personnel file.
- (5) Human Resources shall, upon return of a personnel file, confirm the contents of the file are intact. Any document or record missing shall be reported to the CAO (or the Reeve in the case of the CAO's personnel file).
- (6) 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.)	