



HR-13 Employee (Personnel) Records Policy

Department: Human Resources

Purpose

The County of St. Paul (the County) shall maintain private and confidential human resource and/or payroll employment records (Personnel Record) for its employees in accordance with Alberta's *Employment Standards Code* (the *Code*) and Alberta's *Freedom of Information and Protection of Privacy Act* (FOIP or the *FOIP Act*).

The purpose of this Policy is to establish the guidelines for the information gathered and retained in a Personnel Record within the County, including the access to and confidentiality of that information.

Scope

This Policy applies to all County employees, whether they work onsite, offsite, or remotely.

Policy Definitions

Administration means the municipal operations under the Chief Administrative Officer (CAO) and as delegated by the CAO.

Employees in delegated positions means those employees of the County who carry out that part of human resource or payroll management or administration that require access to the administration and maintenance of the Personal Record.

Management means the director of a department to which the employee reports into.

Personal employee information means personal information that is reasonably needed to establish, manage, or end a work or volunteer work relationship. It does not include personal information that is not related to the relationship.

Personnel Record means those official records that contain information pertaining to the terms and conditions of employment for County employees.

Reasonable access means access in the County administration office and during regular operating hours.

Supervisor means the managerial or supervisory employee to whom the employee would normally report.

Written Notice includes email or a written letter by the employee to Human Resources or other authorized staff; however, it excludes text messages.

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Policy Statements

General Matters

It is the responsibility of the County's Chief Administrative Officer (CAO), to ensure that the County's management is aware of this Policy and are communicating it to their respective staff. Any administrative procedures, processes, or forms required to support this Policy are the responsibility of the County's administration as delegated by the CAO.

Information Retained and General Guidelines

County employees will have information pertaining to the terms and conditions of employment retained in official records (Personnel Records) kept in a secure and confidential location at the County administration office.

The information contained in the Personnel Record will, at a minimum, comply with current Alberta *Employment Standards Code* and will adhere to the provincial *FOIP Act* and/or guidelines published by the provincial government on privacy legislation. The Personnel Records are the property of the County.

Information recorded in a Personnel Record will pertain to recruitment and selection, job assignment, leaves of absence, performance appraisals and evaluation, payroll and benefits starting date, discipline and commendation data, termination of employment, correspondence between the County and the employee, and information respecting staff development and achievement. Further, the information recorded in the Personnel Record will include but may not be limited to:

- Employee's full name, address, date of birth, social insurance number, driver's license
- Employment applications, resumes, offers of employment, transfer, placements, or promotions
- Educational history, verification of academic or professional training, and copies of certificates or diplomas or degrees
- Emergency contact information
- Relevant correspondence and records related to the employment or terms and conditions of employment for an employee, including wage rates, overtime rates or agreements, earnings, deductions, vacation and general holidays
- Copy of signed offer and acceptance letter
- Evaluations and performance reviews, including follow up plans
- Record of Employment (ROE)
- Group Benefit and pension (Local Authorities Pension Plan or LAPP) records, or records pertaining to job-protected or other leaves of absence
- All other related material, including records related to disciplinary actions

Personnel records will be retained permanently.

All information in the employee Personnel Record is to be kept strictly confidential and all files will remain in a locked cabinet or office. Access to these files is restricted to the Payroll Technician.

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The County will not provide access to personal employee information contained in a Personnel Record to any individual who does not have authorized access to the information. Authorized access to Personnel Records includes:

- The employee that the Personnel Record pertains to;
- The supervisor of that employee;
- Employees in delegated positions to update or administer the human resources and/or payroll file; and
- The CAO or their designate.

No person other than those identified as having authorized access will be able to have access to the information contained in a Personnel Record. No employee will have access to another employee's Personnel Record for any reason if not authorized.

An employee may review their own records provided they have given the Payroll Technician or other authorized staff prior notice and shall be given reasonable access to examine the contents of their own Personnel Record but may not remove material from their file, nor remove their file from the Human Resources office. The Payroll Technician or another authorized staff member shall be present upon review. Where information is confidential and permission from another individual has not been provided to have this information reviewed (e.g., confidential reference or disciplinary material), that confidential information will be temporarily removed from the file prior to an employee reviewing their file.

Subject to the above, and upon request, an employee or former employee shall be able to obtain copies of any documents in their Personnel Record where it pertains to their information only.

It is the responsibility of the employee to notify the Payroll Technician or other authorized staff of any changes in their personal information and to notify the Payroll Technician or other authorized staff and their supervisor of additional information which should be included in the file such as the successful completion of an educational program or skill upgrade.

When employees are no longer employed by the County, it is the responsibility of the Payroll Technician or other authorized staff to ensure that the data and Personnel Record is transferred to appropriate locked storage.

Collection, Use, and Disclosure of Personnel Records

Information within the Personnel Records will be collected, used and disclosed in accordance with the *Alberta Freedom of Information and the Protection of Privacy Act (FOIP Act)*.

County employees shall not divulge information contained in Personnel Records except as required by law or with the written consent of the employee.

Council Approval: September 14, 2021