

EMPLOYEE FILES

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-42

Policy Number: HR-34

SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

POLICY

1. Human Resources is the official repository of information, for active and inactive employees files. For faculty members, the decanal offices are the repositories of the academic profile. The University ensures that all employee files are up-to-date, contain accurate information and that this information remains private and confidential. The file of an employee is the property of the University.
2. Department Heads and Human Resources are jointly responsible for ensuring the privacy of any employee and for limiting access to those who have a *need to know* for the purpose of performing assigned duties.
3. Supervisors must ensure that all documents concerning an employee are forwarded to Human Resources for inclusion in the employee's official file.
4. Department Heads are also responsible for informing Human Resources of any change in the employment status of an employee as soon as it occurs.
5. Employees share the responsibility with Department Heads for informing Human Resources of any change in personal information. Personal information can also be updated on the Employee Self-Serve accessible through the Human Resources Web Page.

Access to Employee Files

6. An employee who wishes to examine documents contained in his employee file during business hours must make an appointment with Human Resources and present his employee identification card or another piece of identification with a photograph. The

EMPLOYEE FILES

Page 2 of 2

file may only be consulted in the presence of a representative from Human Resources. Copies of documents can be made by Human Resources at the employee's expense.

7. An employee who wishes to examine documents contained in his academic profile file during business hours must make an appointment with the appropriate decanal office or the Library Administration Office and present his employee identification card or another piece of identification with a photograph. The file may only be consulted in the presence of a representative from the decanal office or the Library Administration Office. Copies of documents can be made by these offices at the employee's expense.

Access to the Human Resources Information System (HRIS)

8. Access to the Human Resources Information System (HRIS) is only granted to those individuals who have a *need to know*, i.e. who need to access the system in order to perform their assigned duties. Such written request must describe the scope of the access and be approved by the Department Head before it is submitted to the Systems Administrator, Human Resources.