

Chapter 4: Employee Files

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POLICY STATEMENT

- 4.1 It is the policy of CFMWS to maintain standardized digitized employee files and to safeguard and secure the information retained in the electronic files.

OBJECTIVE

- 4.2 The objective of this policy is to ensure consistency in the content of employee files and protection of that information.

APPLICATION

- 4.3 This policy applies to all CFMWS employees

APPROVAL AUTHORITY

- 4.4 Chief Executive Officer (CEO) or delegate

OPI

- 4.5 Chief Human Resources Officer (CHRO)

DEFINITIONS

- 4.6 The following vocabulary is used throughout the policy:
- a. Employee File: consists of any forms, reports, original or electronic record or documentation of an employed or terminated employee.

RELEVANT LEGISLATION

- 4.7 The following legislation is relevant to the content of this policy:
- a. *Access to Information Act*
 - b. *Canadian Human Rights Act*
 - c. *Privacy Act*

TERMS AND CONDITIONS

INFORMATION/RECORDS KEPT ON FILE

- 4.8 CFMWS maintains 4 employee files for each employee, as applicable:

1. 01_Personnel file: For all employees containing necessary job-related and personal information such as employment history and compensation changes;
 2. 02_Pension and Benefits files: For full-time and part-time employees, as applicable;
 3. 03_Leave file: For full-time and part-time employees as applicable;
 4. 04_Security file: For all employees as per job requirement.
- 4.9 Documentation in employee files must not include information regarding other employees. These documents must be amended to reflect only the information pertinent to the employee.
- 4.10 CFMWS maintains electronic systems for the purpose of recording all HR employee information. Digitized HR information is stored in the 01_Personnel file under each respective location. All paper documents must be digitized, validated and stored in the employee electronic folder, prior to the paper documents' destruction. Once a paper copy is destroyed, the digital file becomes the official document.
- 4.11 Outdated material will be removed from the employee file, within legislative requirements.

INTERNAL ACCESS TO EMPLOYEE FILES

- 4.12 Upon 48 hours notice, an employee may place a request to the HR Office to review their employee file once each year.
- 4.13 The employee will have access to view their employee file in the presence of a representative of the HR Office.
- 4.14 CFMWS is under no obligation to provide copies of file contents to the employee. However, employees may request copies of scanned documents of the content of their employee file which will be provided with the approval of the HR Office.
- 4.15 An employee may request to have their personal information in the employee digitized file corrected for any error or omission that may be identified.
- 4.16 Access to digitized employee files is restricted to authorized employees where it is necessary for the performance of their duties, including but not limited to, HR, internal auditors, supervisors, and the applicable Division Head.

EXTERNAL REQUEST FOR INFORMATION

- 4.17 Legislative requirements will be followed regarding the release of any personal information. The HR Office will verify employment for financial credit purposes provided that the employee has provided consent (written or verbal) to release the information to the financial agency.

EMPLOYEE FILE TRANSFER

- 4.18 In the case of an employee transfer, the HR Office from the new Base where the employee is transferred will submit a request in writing to have the employee file transferred electronically.

RETENTION OF EMPLOYEE FILES

- 4.19 Digitized employee files are secured as Protected B and are held at all times under the responsibility and control of the local HRM.
- 4.20 Employee files of former CFMWS employees will be retained for a minimum of 7 years.

ACCOUNTABILITY

4.21 The levels of accountability are as follows:

- a. Employees are responsible for providing updated accurate personal information to the HR Office;
- b. Managers are responsible for ensuring that their employee information is provided to the HR Office and that it is accurate and up to date;
- c. HR Offices are responsible for ensuring the application of this policy, including the security and confidentiality of all employee information;
- d. RMHR are responsible for carrying out compliance reviews with the HRM to ensure proper application of the policy.

ENQUIRIES

4.22 All enquiries on the interpretation and application of this policy are to be directed to the HRM or RMHR and when required, forwarded to the OPI.