

Policy HR208: Confidentiality of Employee Records

Category: Human Resources

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Originated: 2006

Approved: February 2021

Future Review: December 2023

POLICY

All records and information pertaining to Bonnyville Municipal Library employees shall be held in strict confidence.

PURPOSE

RESPONSIBILITY

1. Employees' personnel files will be available to only the following persons:
 - The employee
 - The Library Manager
 - The Library Board only when dealing with a grievance and only those documents relevant to the grievance.
2. All documents will be maintained in a locked cabinet.
3. Disposal of files will be in accordance with Employment Standards protocols on handling documents.
4. All documents will be maintained in accordance with Freedom of Information and Protection of Privacy Act and Regulations

DEFINITIONS

PROCEDURE