

Employee Credentials Policy

1.0 Policy Statement

Prior to the commencement of employment, and as a condition of the offer of employment all prospective employees will be required to provide a copy of their credentials, as outlined within their application (resume) for employment. Current employees appointed to new positions will be required to provide a copy of their credentials. All copies will be included in permanent employment records with Human Resources. The City of Mount Pearl reserves the right to request the original documentation for review.

2.0 Scope

This policy applies to current and perspective employees and students at all locations of the City.

3.0 Purpose

To establish a policy for the City of Mount Pearl that outlines the requirements for all new and existing employees with respect to employee credentials.

4.0 Definitions

Employee credentials includes, but is not limited to:

- Diplomas/Degree(s)
- Certification(s)
- Training
- Certificate(s)
- Licenses


5.0 Requirements

All existing employees, are responsible and accountable to ensure that copies of all their credentials are included in their personnel file with Human Resources.

Any employee participating in training while working for the City of Mount Pearl as a condition of continued employment, shall be responsible to ensure a copy of all training certificates and documentation is submitted to Human Resources for inclusion in their personnel file for review.

It shall be the responsibility of all City of Mount Pearl employees to ensure that they are aware of this policy.

6.0 Approvals



Steve Kent, Chief Administrative Officer

August 7, 2018

Date