

Personnel Files Policy

1.0 Policy Statement

Personnel file(s) will be maintained for permanent, permanent part-time, seasonal, temporary, casual and student employees working for the City. Information will be maintained in the file(s) and released from the file(s) in accordance with legislation relating to record retention, privacy of information and the collective agreement.

Personnel files may not be removed from Human Resources. Employees may have access to their personnel file(s) upon written request; however, at no time will original documents which comprise part of the file be released to the employee, or any representative of the employee. If the employee chooses to review the content of his or her personnel file, the file must be reviewed by the employee in the presence of a Human Resources Representative.

2.0 Scope

This policy applies to Members of Council, all permanent, permanent part-time, seasonal, temporary, casual and student employees at all locations of the City.

3.0 Purpose

To establish a Policy for the City of Mount Pearl that outlines the guidelines for creating and retaining personnel files for all City employees and the release of employee information.

4.0 Approvals



Steve Kent, Chief Administrative Officer

August 7, 2018

Date