



AB70

EMPLOYEE FILES

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POLICY

1. The Chief Constable shall ensure that necessary records and information specific to employee management are reliably maintained and accessible only as authorized by the *Freedom of Information and Protection of Privacy Act*.
2. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the management of employee records and information.

REASON FOR POLICY

3. To seek to ensure appropriate employee-specific recordkeeping and records management.

PROCEDURES

File Management

4. Employees are to advise Human Resources immediately of any change in their employment or personal status in relation to their:
 - a) address;
 - b) marital status;
 - c) name;
 - d) birth of child;
 - e) death of spouse or child;
 - f) secondary employment; and



- g) banking information.
- 5. Employees shall be informed of any additions to their personnel file regarding performance assessments and management.
- 6. The Superintendent, Administration Bureau, and Inspector, Human Resources, must make a record of any concerns brought to them by or about an employee regarding a matter directly or indirectly connected to or potentially impacting the workplace, and add it to the applicable person's file.

Access to Files

- 7. Security, access and disclosure control of employee files shall be the responsibility of the Superintendent, Administration Bureau, for non-management employee files, and the Deputy Chief Constable, Administration Bureau, for management employee files.
- 8. Before providing an employee access to or a copy of any records from their file, the Superintendent, Administration Bureau, or delegate must first ensure the removal of any personal information concerning other employees and other information required or authorized to be withheld, pursuant to the *Freedom of Information and Protection of Privacy Act*, that appears in a record.
- 9. Employees will be given access to their own file, in the company of the Superintendent, Administration Bureau, or delegate, or given a copy of specifically requested records.
- 10. The following may be provided access to employee files, as required to fulfill their job functions:
 - a) the Chief Constable, Deputy Chief Constables, and Superintendents;
 - b) employees working in the Human Resources Section;
 - c) Professional Standards Section staff, in relation to a *Police Act* investigation;
 - d) the Inspector, Recruiting & Professional Development; and
 - e) other employees, if approved by the Superintendent, Administration



Bureau, on a case-by-case basis.

11. Employees in supervisory positions may be provided access to performance assessments and reviews of employees under their supervision, as required to fulfill their supervisory duties.
12. Information from employees' files may not be released to outside parties/agencies without legal authority or the employee's consent.

Retention of Employee Information

13. Employee information that is no longer being used for the purpose for which it was collected may be destroyed, but any information relied on to make a decision impacting an employee must be retained for a minimum period of one year from the date such a decision was made.