



EM10

EMPLOYEE RECORDS

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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.

RELATED POLICIES

- DC11 – Internal Discipline Rules
- EC11 – Conflict of Interest
- EC50 – Security & Privacy Management of Records, Information & Data
- EM23 – Promotional Process
- EM32 – References (Professional & Personal)



PROCEDURES

Management of Employee Records

4. The Superintendent i/c Administration Bureau (Superintendent), or delegate, shall keep for every employee a personnel file and any additional records related to the management of the employment relationship.
5. The Superintendent and Inspector i/c Human Resources must create records of any concerns brought to them by or about an employee regarding a matter directly or indirectly connected to or potentially impacting the workplace.
6. Security, access and disclosure of employee records shall be the responsibility of the Superintendent for non-management employee records, and the Deputy Chief Constable i/c Administration Bureau for management employee records.

Note: Information from employee records may not be released to outside parties/agencies without legal authority or the employee's consent.

Access to Employee Records

7. The following may be provided access to employee records, as required to fulfill their job functions:
 - a) the Chief Constable, Deputy Chief Constable(s) 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 i/c Recruiting & Professional Development; and
 - e) other employees, if approved by the Superintendent on a case-by-case basis.
8. 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.



Personnel Files – Updates & Access

9. Employees are to advise Human Resources immediately of any change in their employment or personal status in relation to their:
 - a) address;
 - b) name;
 - c) banking information;
 - d) secondary employment (refer to Policy EC11 – *Conflict of Interest*);
 - e) emergency contact information; and
 - f) marital status, birth of child, or death of spouse or child (for purposes of employee benefit entitlements).
10. Before providing an employee access to or a copy of any document from their personnel file, the Superintendent must 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*.
11. Employees will be given access to their personnel file in the company of the Superintendent and/or given a copy of specifically requested documents from their file, which remain the property of the Department.

Retention of Employee Information

12. 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.

*Revised Dates:
01 May 2008
16 March 2012
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