

STATEMENT of POLICY and PROCEDURE			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.2 Human Resources	Date of Last Amendment	June 27, 2016
Subject	3.2.9 Personnel Records		
Topics	Requests to Access		
	Confidentiality		
Attachments			
Reference			

### **Purpose**

The ECSS recognizes that the maintenance of current employment records that are fair and accurate protects the organization from liability.

### **Policy**

The ESCC will maintain current personnel records that are managed in accordance with current legislation and contain current compensation information.

### **Responsibilities**

The Executive Director will maintain and store all personnel records in a secure location. Each file will contain all records, information and communication relevant to the employee. The Co- Chairs will maintain the employee file for the Executive Director.

Each employee is responsible to advise the Executive Director of any changes that need to be reflected in his/her file such as: change of address, marital status or number of dependents.

### **Procedures**

#### Employee Request to Access

Employees are required to indicate, in writing, their request to review their employee file.

#### Confidentiality

Individual records will be confidential and maintained for each employee. The Co-Chairs will have access to the personnel files on an as needed basis.