

CALGARY FAMILY SERVICES

PROCEDURE STATEMENT

Section: Human Resources
(Administrative Records and Personnel Files)

Procedure Number: PS-110-HR

It is a requirement of the Society to maintain current payroll and personnel files for all employees.

STEPS

1. Upon commencement of employment, the HR Department will create a personnel and payroll file for the new employee that contains the items as outlined in Policy HR-23.
2. The payroll file, with completed payroll information, will be forwarded to the Payroll Clerk in a timely manner. The personnel file will remain with the HR Department.
3. Items that need to be filed in the employee's personnel or payroll file should be given to the HR Department. Supervisors and Managers are not to maintain separate personnel files.
4. Access to the payroll files is controlled by the Finance Team. Access to the Personnel files is controlled by the HR Department.
5. An employee may review their payroll or personnel files upon request to the Manager of Human Resources. The files will be made available to them and reviewed in the presence of the Manager of Human Resources. If copies of the contents of the files are required copies will be provided to the employee.
6. Requests from employees to add, delete or alter information contained in the payroll or personnel file must be submitted in writing to the Manager of HR and reviewed by the CEO. These cases will only be considered if the employee can provide justification for the information to be added, deleted or altered, and the request conforms to legal requirements.

Related Legislation: Freedom of Information and Privacy Act

Related Policy and/or Procedure: HR-23, A-06, PS-106-A

Procedure Developed By: Lisa Stebbins

Date: February 8, 2001

Director of Services: _____

Date: _____

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