

Policy Name	EMPLOYEE PERSONNEL AND PAYROLL FILES		
Policy #	804	Category	800: INFORMATION MANAGEMENT
Steward	Manager, Human Resources	Date Approved	May 16, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

The Human Resource Department will manage and maintain employee personnel files and the Payroll Department will manage and maintain employee payroll files. All files are property of Suncrest College.

PURPOSE

This policy outlines the documentation that constitutes an employee personnel and payroll file and procedures for accessing the file.

PRINCIPLES

Employee Personnel files will contain the following original information, if applicable;

- Initial documents related to initial hire and future positions such as:
 - Employee Resume(s)
 - Verification of Education and Credentials (transcripts)
 - Interview Guide(s)
 - Job Description(s)
 - Reference Check(s)
 - New Employee Checklist and related Forms
 - Offer(s) of Employment
 - All Probation and Annual Performance Reviews
 - All documentation relevant to Seniority, Grievances, Leaves of Absence, Discipline, legal documentation, etc.

Payroll files will contain the following information, if applicable;

- Copy of Offer of Employment

- Record of Employment
- Paperwork and authorization relating to employee benefit and or deductions
- Garnishment Records
- Direct Deposit Form and paperwork relating to retro payments, leave payments
- Provincial and Federal Tax forms
- Time records (if applicable)
- Union membership paperwork
- Paperwork relating to accruals

SCOPE

This policy applies to all Suncrest College employees.

DEFINITIONS

N/A

PROCEDURES

Access

- The Human Resource department will have full access to the Personnel file.
- The Payroll department will have full access to the Payroll file.
- An employee may request access to their file upon 24 hours advance notice.
- An employee can designate, in writing, a representative to review their Employee File.

Confidentiality

To ensure confidentiality, the following procedures apply:

- Direct access to the file area is restricted (except for Human Resource & Payroll personnel).
- All files will be viewed in the presence of Human Resource or Payroll staff. Original employee file or documents may not leave the file under any circumstances.
- Requests to take photocopies of documents will be approved by the Director, Human Resources.
- To correct or remove information in the file, there must be mutual agreement to do so from the employee, the supervisor, and Director, Human Resources.

Termination

Once employment has been terminated; Human Resources and Payroll are not required to release any information to the employee unless approved by the Director, Human Resources.

All files will be managed according to Records Retention and Disposal policy.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

Saskatchewan Regional Colleges Collective Bargaining Agreement- Article 18

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

Policy: Records Retention and Disposal