



Personnel Files

Policy

A confidential Personnel File will be maintained at the System Headquarters for each employee. Employees are to be informed in writing by their supervisor of any changes or additions to their individual file, and are allowed supervised access to their own File during normal working hours.

Guidelines

1. Employees may make arrangements with the Office Manager to view their Personnel File.
2. Files shall be viewed in the presence of the Office Manager or CEO.
3. Employee files shall not be removed from the Office Manager's office.
4. Employees may express any concerns about their own File to their supervisors.
5. If concerns are not resolved at the supervisor level, established grievance procedures must be followed.
6. Chinook Arch complies with the Freedom of Information and Protection of Privacy (FOIP) laws and regulations of Alberta.
7. The retention schedule for personnel records is contained in the Records Retention Policy.

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