

Personnel Files

Policy

A confidential Personnel File will be maintained for each Chinook Arch 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 Corporate Services Manager to view their Personnel File.
2. Files shall be viewed in the presence of the Corporate Services Manager or CEO.
3. Employee files shall not be removed from the Corporate Services 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. Files will be securely stored in a locked cabinet in office of the Corporate Services Manager.
8. The retention schedule for personnel records is contained in the Records Retention Policy.

Last Reviewed:	6 April 2023
Last Revised:	1 August 2019