



POLICY

Human Resource Records	
Policy Number 130-024	Supersedes Policy Number 11-10
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

It is the policy of the Town of Wolfville to recognize the importance of written and/or computerized records pertaining to human resources and the need for an effective means of the systematic collection, organization, protection, and retrieval of this information.

2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville.

3.0 References

- 3.1 Human Resource Records SOP 130-821

4.0 Definitions

- 4.1 **Record.** A written and/or computerized documentation of any relevant event. A record may be a completed form, letter, memo, note or report.

5.0 Policy

5.1 Specific Objectives

The objectives of this Policy are to:

- a) provide for the systematic collection, retention and retrieval of human resource information, as required;
- b) ensure proper handling and confidentiality of this information;
- c) ensure that employees are aware of, and provided adequate access to, the appropriate files, records and documents; and
- d) provide management, with information to make decisions, respecting the human resource policies of the Town of Wolfville.



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5.2 Expunging of Personnel Records

Files pertaining to disciplinary actions and conduct warnings, for example, will remain part of an employee's permanent record. In the case where an employee leaves the organization, the personnel files should be kept for a period of at least five years, since information may be required for medical and/or pension-related reasons (e.g. leave without pay, breaks in service to the Town of Wolfville, etc.). All expunged records will be shredded.

5.3 General Enquiries

Responses to general enquiries from other municipal units respecting employee turnover, compensation levels, workforce compensation, the general composition of the Town of Wolfville's workforce, and specific human resource programs and policies will be referred to the person responsible for the function related to the enquiry.

5.4 Other Requests

Other requests for information, including those which exceed the parameters outlined above, will be referred to the Chief Administrative Officer.

CAO

2015-12-15

Date