



Type:	C – Institutional	Last Approved: Apr. 18, 1991
Executive Responsibility:	Vice-President Administration & Finance	Next Review: Jan., 2013
Administrative Responsibility:	Manager, Human Resources	Procedure: 43.10.001

STATEMENT:

Official Personnel files for all University employees will be maintained by the Human Resources Office. These will include all documentation relevant to the individual's employment, such as:

Resumé, credentials, appointment, transfer, performance appraisal, job evaluation data, commendation, disciplinary detail, salary, benefit coverage, resignation, dismissal.

An adverse report directed to the employee will be maintained on file, subject to any retention clause in the appropriate collective agreement.

An employee may gain access to his/her file as outlined in the appropriate collective agreement. The confidentiality of official Personnel files is paramount at all times. The Director of Human Resources shall endeavour to maintain such confidentiality, including a strict warning to any authorized employee examining the contents of any file.