Employee Records

Background

These guidelines provide information on the type of employee records that KTCEA maintains to support the administration of Human Resources, Payroll and other processes.

Guidelines

Central Office Human Resources and Payroll files are used to support the administration of HR and Payroll processes. They also serve to record significant information related to an individual's employment history with KTCEA.

Employee files are confidential. Only those individuals authorized by the Superintendent or designate will have access to employee files.

The type of information in an employee's file may include, but is not limited to:
- Cover Letter and Employment Resume
- Personnel Data Sheet
- Employment Contract
- Group Insurance, Benefits and Retirement Savings forms (copies)
- Signed Oath of Confidentiality and other signed acknowledgments of KTCEA Policy or Procedures
- Status Change Forms
- Letters/form relating to wages and salaries and adjustments
- Payroll information
- Signed TD1 form or TD1-IN
- Criminal Record Check with Vulnerable Sector Reports
- Intervention Record Check
- Position Description and amendments
- Performance Development Reviews
- Letters relating to performance
- Documentation relating to education/training, including Safety Training
- Absence/attendance information
- Vacation credits and usage
- Sick Days and Sick Day accumulation and use
- Banked time or overtime information, if applicable
- Leave requests
- Workers Compensation documentation
- Record of KTCEA property issued to the employee
- Other relevant documents or correspondence

Employee records are maintained in accordance with legislated requirements.

Working Files

Supervisors may utilize working files for information on employee matters that have not been finalized, including performance information for use in upcoming performance discussions, and information relating to employee conduct that has yet to be addressed. Working files may also contain records relating to employee training and certifications.

Working files are not under any circumstances to hold:
- Medical information, unless necessary to the safety of an employee, and then only if retention of that information has been requested by that employee.
- Information regarding the employee's historical disciplinary record. These records are to be maintained only in the employee file located at Central Office.
- Information obtained through the process of criminal record checks or vulnerable sector checks. These records are to be maintained only in the Central Office employee files
- Drug and/or alcohol test results.
- Personal information about the employee or other parties.

These guidelines apply to the records of all employees. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	Maintaining established HR files in accordance with the above guidelines and any applicable legislation.	Human Resources
2.	Maintaining working files in accordance with the above guidelines and any applicable legislation.	Supervisors
3.	Ensuring adherence to the above guidelines.	HR Director/ Superintendent/ Deputy Superintendent
3.	Providing three (3) working days' notice to the HR Director if they wish to view the contents of their personal file. A human resources representative will sit with the employee during the review of their file. In reviewing their file, the employee may not amend, remove or reproduce any of its contents without the authorization of the Superintendent or authorized designate Advising Human Resources of any changes in their contact information. Contacting Human Resources in the event a verification of employment is provided.	Employees

References:

KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.