

15. Personnel Records

- (a) The Society respects and maintains the confidentiality of employee records. The only information kept will be that which is directly related to an employee's employment. For more information on the privacy and retention of personnel records, please refer to Policy #00.2 – Privacy Policy (Personnel).
- (b) All information concerning the employee and the employee's employment history shall be maintained in an individual employee personnel file.
- (c) Information from a personnel file may only be released under the following conditions:
 - Employees have access to their personnel file at a pre-arranged time upon request to Human Resources;
 - The file of any employee is available for viewing by that employee's direct supervisor or Program Coordinator, and by the Co-Directors;
 - In the case of former employees, Human Resources is authorized to provide only general or statistical information from the file (i.e. dates of employment, length of employment) to inquiring parties (i.e. WorkSafe BC, ICBC, etc.);
 - The employee's direct supervisor, Program Coordinator or the Co-Directors may respond to more direct questions from a prospective new employer, pertaining to the employee's job performance and suitability. These responses must be based solely on factual information. Questions regarding job performance and suitability will only be answered for one year after the termination of employment.
 - The employee will be provided with copies of documents in his/her personnel file upon request.
- (d) Employees are required to report any of the following changes to their immediate supervisor, who will then inform Human Resources:
 - Any change in address or telephone number;
 - Any change in marital status, number of children or other dependants in the immediate family. This information has a direct bearing on the amount of payroll deduction for Federal Income Taxes and the amount of insurance premiums and benefits;
 - Any changes in the beneficiary of Society sponsored group benefits; and
 - The attainment of any degree or diploma or the successful completion of any course, workshop, or seminar which has enhanced the employee's skills or knowledge. Proof of the successful completion of each program shall be submitted, where this is possible. This information may be taken into consideration by the Society in the employee's ongoing performance evaluations and/or in assessing the employee's future promotional opportunities.