

## CVS POLICY & PROCEDURE MANUAL

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**Policy Area:** Human Resources

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**Policy # & Name:** 6.6 Personnel Records

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**Group:** All Staff

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**Purpose:**

To ensure a complete and up-to-date record of employment kept on each employee.

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**Policy Statement:**

CVS collects and maintains complete files for each of its present and former employees. The files are kept up to date and current at all times. Files are stored in a location that denies unauthorized access at all times and will not be removed from the office in which they are stored. The content of all files are confidential and only the following persons are authorized to examine them:

- ? The employee has access to his / her own file.
- ? Those in direct authority over the employee.
- ? Designated management, accounting and clerical staff.

Personal information on employees shall not be given out without the employees' authorization except under the conditions outlined below as required by the operation of the employer's business.

Personnel files contain information about the employee, pre-employment documents, a record of all education and training, copies of documents required to be updated on a regular basis by employees, correspondence and instructional letters written between CVS and the employee, letters written by the employee to CVS, performance reviews, disciplinary documents as per the Collective Agreement, letters of appointment or response to application to any job posting. Rates of pay, Benefit selection, and attendance record and orientation checklist are included. Other information relevant to the employees' employment. Personnel files are kept for seven (7) years commencing on the termination date or the time period dictated by the Income Tax Act, whichever is greater.

Upon the expiration of the designated period, the records of the employee shall be destroyed in a manner that ensures confidentiality, i.e., shredding, and incineration.

Employee records shall include:

- ? payroll records;
- ? other information to be included as defined in this policy.

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**Practice Standards:**

The employee is responsible to submit in writing to the Payroll Department any changes in their status including name, address, telephone number, marital status, number of dependents and education credits earned outside of CVS training. These changes are required for callback, benefit entitlement, Income tax T-4 slips and other official communications.

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An employee has the right of access to his / her personnel record upon giving notice to the Association in keeping with the Collective Agreement. The Program Manager or designate must be present when the employee accesses his / her file. The file shall not be removed from the designated location for review of the file.

*Conditions:*

The employer shall not release personal information on any employee to any person without prior written permission. This shall, in no way, limit the employer's right to provide employment related information to requests related to the proper operation of the employer's business (including the provision of employment references to other employers).

Should an employee wish to have personal information released, he/she shall provide the employer with a written statement authorizing the employer to release the information.

When a request for the release of personal information is received, and where the employee has not authorized the employer to release the information, the employer shall respond to the inquirer with a statement that it is not the organization's policy to give out information without the employee's prior approval.

The employer is not responsible for advising the employee when a request has been made.

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**Policy Audit:** March Annually

**Date Issued:** March 14, 2004

**Date Revised:**

**Position**

**Responsible:** Executive Director or designate

**References:**    ✂ Collective Agreement  
                  ✂ HR 6.5.A - Employee Communication Form

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