

# **Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual**

**Section:**

Personnel

**Number:**

F-VII-1

**Title:**

Personnel Files

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**Adopted:** November 20, 2002

**Reviewed:** January 2019

**Revised:** October 15, 2008

February 19, 2013

## **Policy**

The Burk's Falls, Armour & Ryerson Union Public Library will maintain a separate confidential personnel file for each employee, volunteer or student intern. All personnel files, and the contents thereof, are the property of the Library and will remain with the Library for a period of seven (7) years after the employee leaves the Library. Demographic information will be retained as a record of the destruction of the file. All files will be secured against loss, destruction or unauthorized access. This policy applies to both hard copy and electronic copy of files and contents.

## **Procedures**

1. The CEO shall keep a complete and up-to-date file on each employee. The file shall include:
  - a) the employee's résumé
  - b) letter of agreement or contract, signed by employee and CEO
  - c) reference checks
  - d) results of criminal record check
  - e) orientation and signed statement verifying agreement with all Board policies
  - f) annual performance evaluations, signed by employee and CEO
  - g) job description, signed by employee and CEO
  - h) contact information
  - i) record of current salary and increments a record of professional development attended
  - j) a record of professional development attended
  - k) any other relevant documentation the employer or employee wishes to add
2. It is the responsibility of the employee to inform the CEO of any change in his/her personal information, e.g., change of address, marital status, insurance coverage, etc.
3. All personnel files shall be kept confidential and opened only to individual employees and the CEO. An employee may view the contents of his or her own file in the presence of the CEO, and in the case of the CEO, in the presence of the Board Chair. If the employee disagrees with any information contained in his/her file, he/she may write a rebuttal that will be retained in the file. The employee may make a copy of information contained in the file, at his/her own expense, with the exception of reference check documents.

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4. Information in the personnel file will not be used or disclosed except for purposes for which it was collected, except with consent of the employee or as required by law.

Cross reference: [Permission to Release Employment Information](#) F-VII-1