

RAINY RIVER PUBLIC LIBRARY		
Category: PERSONNEL		Number: PE9
<i>MANDATORY</i>	Topic: Personnel Records	Page: 1 of 2
Last Reviewed: December 2, 2015	Authorized by:	

This policy establishes the library's personnel record system.

1. Information collected about library staff is governed by the *Municipal Freedom of Information and Protection of Privacy Act* (RSO 1990, Chapter M.56). In the event of any disagreement between the library's policies or procedures and the *Act*, the *Act* shall take precedence.
2. For each member of staff, a personnel file will be maintained containing the following items:
 - a. Letter of application and resume
 - b. Notes relating to job interview
 - c. Permission form to contact references
 - d. A copy of the letter of hire
 - e. Criminal reference check (if required)
 - e. On-going payroll information
 - f. Requests for leave and leave calendar for the current and previous calendar year
 - g. Correspondence
 - h. Performance Appraisal
3. All files must be kept in a locked, secure area under the control of the CEO/Librarian.
4. The CEO/Librarian is responsible for maintaining all personnel files and may inspect any personnel file at any time with appropriate cause.
5. A staff person may request to review the contents of his or her personnel file during regular hours of work, and is entitled to receive one copy of any item in that file at no cost.

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6. Errors or omissions in a personnel file must be corrected within five working days. Corrections shall be made by the CEO/Librarian.

7. Personnel files shall be retained for seven years from the employee's termination or resignation date, after which time the file shall be closed and all contents shall be shredded.

8. Nothing contained in the personnel file shall be disclosed to any third party without prior consent of the employee affected, and/or as permitted by the *Municipal Freedom of Information and Protection of Privacy Act*.