

CCHRSC'S
HR TOOLKIT



TOOL: Sample Personnel Files

POSTED: October 2012

[INSERT YOUR ORGANIZATION'S NAME HERE]

PERSONNEL POLICY

<p>Policy type Personnel</p>	<p>Original effective date Unknown</p>
<p>Policy name and number Personnel files</p>	<p>Date of last amendment June 29, 2009</p>
<p>Policy</p> <p>The Executive Director shall ensure that a confidential personnel file for each paid employee is created and maintained. The confidential personnel file for each person shall contain, at minimum, the person's resume or curriculum vitae, relevant medical reports, emergency contact information and regular performance evaluations and any other material required by a Centre policy. A staff may, upon giving 24 hours written notice to the Executive Director, view his/her confidential personnel file.</p> <p>The Board Chair and Personnel Committee Chair may view the Executive Director's personnel file at any time. The Personnel Committee Chair shall ensure that a personnel file with the same information set out above is kept for the Executive Director.</p>	
<p>Authority</p> <p>Executive Director for all staff.</p>	
<p>Comments</p>	
<p>Board Chair signature</p>	<p>Date signed</p>

University + Community Early Learning Centre agreed to share this document as a resource for the CCHRSC's HR Toolkit. Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.