

**TITLE:** **EMPLOYEE RECORDS**  
(Relates to EL-2: Treatment of Staff)

**EFFECTIVE DATE:** February 1, 2001  
**REVISED:** February, 2005

**PRACTICE:**

The College maintains current employee data for business-related purposes, or where authorized or required by law. For each person employed by Red Deer College, pertinent information will be collected and retained by the Human Resources Division.

**PROCEDURE:**

1. Employee records are maintained to document personal, confidential, and business-related information about Red Deer College employees. Information will be maintained in compliance with current Red Deer College Records Management procedures and FOIPP legislation.
2. The confidentiality of employee records, in the form of an employee personnel file and contents, as well as any human resource information in any form identified as being in the care and keeping of the Human Resources Division, will be the responsibility of Human Resources.
3. Access to Employee Records will be granted according to the law and current standard practices. Employees can access their employee records by contacting Human Resources.
4. It will be the responsibility of the individual to promptly inform Human Resources of any changes in pertinent personal information.

**ACCOUNTABILITY:** Vice President of Human Resources

**RESPONSIBILITY:** Vice President of Human Resources

**Consultation for Review:**

**Practice Review Date:** February, 2006

**Associated Policy:** Performance Enhancement Program