



Subject	PERSONNEL FILE ACCESS (formerly titled "4.01 Personnel File Access")		
Procedure Section	12 Miscellaneous		
No.	12.02		
Exempt Employment Policy References			
Collective Agreement References	Faculty Support	Article 6 (Personnel Files) Article 8.2 (Personnel File)	
Forms & Other Reference Material			
Status of Approval	Approved	16-May-2013	Margo Kendal

PREAMBLE:

The following guidelines have been developed to ensure that employee records are accessible in accordance with legal, government, and organizational requirements.

PROCEDURE:

1. Employees may view the contents of their own personnel file by making an appointment with the Human Resources Division and in the presence of a representative from the Human Resources Division.
2. Appointments may be arranged through the Human Resources Assistant(s).
3. No union representative may view any file without written authority from the employee named on the file. Upon written authority, access will be in the presence of a representative from the Human Resources Division.
4. The employee's current supervisor (the person responsible for the employee's performance evaluation) will have access to relevant sections of the file (i.e. employment history and evaluations).
5. Senior Managers will have access to the files of employees in their division, portfolio or department and the Executive will have access to any/all files.
6. Any photocopying of file contents will be performed by the Human Resources Division staff.

7. **SELECTION COMMITTEE:**

Selection committees may have access to the file of any internal candidate (current and former employee) who is shortlisted and interviewed for a position in accordance with the following:

- (a) Selection committees will normally have access only to the "evaluation" and "censure" sections of the file(s).

- (b) The file(s) will be made available in the Human Resources Division office after the interview(s) have taken place.
- (c) The selection committee chair must initiate the request to access the file; however, other members of the selection committee may be in attendance at the time of reviewing the file.
- (d) The contents of the files may not be photocopied; however, the selection committee chair is encouraged to make any notes deemed desirable.
- (e) If the selection committee chair is unable to schedule a suitable time to review the file(s), a member of the Human Resources Division staff may review the relevant sections of the file with the selection committee over the telephone.
- (f) At the time of scheduling the interview, the Human Resources Division will advise internal candidates that the selection committee will be allowed access to the file(s).