

 BOARD POLICY	Policy Name: Personnel Files	Policy Number: 3.6	
	Approval Signature:	Section: Personnel	Page 1 of 2
	Supersedes:		
	Approved by Board: June 23, 2025	Next Review Date: 2027	
	Policy Contact (Position): Executive Director	Name of Responsible Committee: Executive Committee	

PERSONNEL FILES POLICY

1. PURPOSE

The purpose of this policy is to ensure that each employee's personnel file is maintained accurately, securely, and confidentially, containing essential records relevant to their employment history at the Northern Association of Community Councils Inc. (NACC). The aim is to support transparent and fair management of employee records while safeguarding confidentiality and ensuring compliance with organizational standards.

2. AUTHORITY

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

3. POLICY

- (a)** Personnel files are the property of the NACC.
- (b)** All personnel files are Private and Confidential and are maintained in a locked location
- (c)** Unless specifically provided for in this policy, or as may be required by law, no person shall be permitted to access to these files.
- (d)** Employees may be permitted reasonable and timely access to their personnel file upon submitting a request to the Executive Director.

- (e) A confidential Personnel File will be maintained for each employee and shall contain:
 - (i) Name, address and SIN of the employee
 - (ii) Date of commencement of employment
 - (iii) Resume
 - (iv) Copies of degrees and certificates of training
 - (v) References
 - (vi) Letter of offer
 - (vii) Copies of any abuse and criminal registry checks
 - (viii) Any pertinent correspondence, including letters of reprimand and discipline
 - (ix) Performance appraisals
 - (x) Salary adjustments
 - (xi) Job description
 - (xii) Correspondence related to changes in job description
 - (xiii) Letters of commendation or thanks
 - (xiv) Record of staff development and training
 - (xv) TD1
 - (xvi) Benefit records
- (f) Files to be kept by the Executive Director (as Personnel records shall not contain):
 - (i) Time sheets
 - (ii) Documentation that has not been copied to the employee.
- (g) All personnel file shall be kept up to date and should include copies of material relating to promotion, changes in pay rate, and all other matters having reference to the individual.
- (h) An employee may provide the Executive Director with a letter commenting on any statements in their personnel file that the employee believes are inaccurate or incomplete. This letter will be included in the personnel file.

4. MONITORING AND REVIEW

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC's operations. Changes to the policy will be documented and communicated to the Board for approval.

5. BOARD ACCEPTANCE

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025

Revisions Approved: June 23, 2025