



Policy Name  <b>EMPLOYEE ACCESS TO PERSONNEL FILE</b>	Policy Number: <b>1019</b>
	Effective Date: <b>December 3, 1998</b>
Approved By: Management Committee	Date Revised: <b>October 1, 2018</b>
Classification: Human Resources	Page No: <b>Page 1 of 1</b>

## **POLICY**

The Salvation Army Agapé Hospice is committed to open and honest communications with all employees. In addition to verbal communication, each employee may access their personnel file once every six months during their employment.

***In the event that this policy is in conflict with the terms and conditions of the Collective Agreement, the Collective Agreement shall prevail over this policy.***

## **PROCEDURE**

1. Employees who wish to see their personnel file may do so once every six months. To access the file, a request must be made to Employee Relations no less than twenty-four (24) hours prior to the desired viewing time.
2. A representative from Employee Relations will remain with the employee during the review. The original file must remain on the premises.
3. An employee cannot make any unauthorized changes to the information on the personnel file.
4. If something in the file is in dispute, the employee may request a meeting with their manager and the Employee Relations manager.
5. An employee may request copies of any or all documents in the file. Copies that are requested will be provided to the employee within twenty-four (24) hours of the request, unless otherwise agreed upon.