

POLICY 3.7 – Personnel File Access

Policy Category: Personnel - All
Effective Date: December 1, 1989
Supersedes: November 1, 1985

POLICY

- 1.00 A staff member will have the opportunity, in the presence of a member of the Employee Relations Department, to examine his/her individual personnel file maintained in the Department of Occupational Health and Safety and the Records Section and Benefits Section of the Personnel Department.
 - 1.01 A copy of the information contained in the file will be provided upon the request of a staff member at the staff member's expense.
- 2.00 In the event a staff member believes the information on file is inaccurate, he/she may add a statement to the file to document that opinion.