



Taber Public Library Policy Manual

Personnel Policy: Employee Records

PURPOSE:

Personnel Policy and Procedures for the Taber Public Library.

POLICY:

1. A personnel file for each employee of the library will be established and stored in a locked cabinet. The personnel file retained for each employee is confidential.
2. Approval from the FOIP Coordinator is required for any outside request to view employee records.

GUIDELINES:

1. The Library Manager is responsible for creating and maintaining all employee files and is empowered to check files for completeness and accuracy.
 - 1a. Staff and Personnel Committee may have access to staff files following FOIP guidelines.
2. Upon written request, an employee shall be entitled to examine the contents of his/her file and such examination must take place in the presence of the FOIP Coordinator and/or Library Manager.
3. Upon written request, the FOIP Coordinator and/or Library Manager will present personnel file for examination by the Staff and Personnel Committee and such examination must take place in the presence of the FOIP Coordinator and/or Library Manager.
4. Employee files consist of payroll information, resumes, applications, formal and informal annual appraisal and correspondence relating to the employment, development, performance and evaluation of each employee.

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