



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. 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 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, raise documentation, resumes, applications, formal and informal annual appraisal and correspondence relating to the employment, development, performance and evaluation of each employee.

Date of Approval:	January 2, 2001
Date Reviewed/Revised:	November 9, 2004 October 11, 2005 April 11, 2006 September 9, 2008 October 2010 June 11, 2013 October 13, 2015 April 10, 2018 September 10, 2019 October 14, 2021