

HUMAN RESOURCE FILES

5.5.46

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| Policy No. and Title | 5.5 | Conditions of Employment Policy |
| Procedure | 5.5.46 | Human Resource Files |
| Version | 1 | |
| Date Adopted | 27 June 2012 | |

1 OBJECTIVES

To ensure that up-to-date information is confidentially maintained for the administration of benefits and management of each employee.

2 INTRODUCTION

- a) The main purpose of Human Resources records are:
 - i) Storage of information which will provide a profile of each employee which is objective, current, reliable and available.
 - ii) To provide a basis for action, i.e. the information is used as a guide to decisions which affect employees such as selection, employment, appraisal, discipline, remuneration, and Council's administrative activities.
 - iii) To provide a basis for statistical information.
- b) The records comprises information about employment, including health, recruitment and selection, terms and conditions of employment, performance, qualifications, training, discipline, and resignation. The personnel records contain confidential information between the employer and the employee and therefore access is restricted.

3 ACCESS

- a) Access to files will be as follows, with any variation being subject to the approval of the General Manager.
- b) Council will not disclose personal information to anyone or any organisation, unless:
 - i) The disclosure is related to the purpose for which the information was collected. There must be no reason to believe that the staff member concerned would object to the release of the information.
 - ii) The staff member concerned was reasonably likely to have been aware, or had been notified, that the personal information is usually disclosed to the person or agency.
 - iii) The disclosure is necessary to prevent or lessen a serious and imminent threat to life or health of any person.
 - iv) In relation to some investigations and law enforcement process.

- v) Where legislation recognises lawful access by some government agencies.
- c) That the following employees because of the nature of their work have access to all Human Resources files:
 - i) General Manager.
 - ii) Payroll Officer.
 - iii) Records staff.
 - iv) Human Resource staff.
- d) That Human Resources Files be available to the Directors and Managers of employees under their jurisdiction.
- e) Employees will be granted access to their own files by Human Resources or Records under supervision. This can be arranged by contact with the Human Resources office to arrange an appointment.
- f) Employees may photocopy documents from their files.
- g) An individual file may not be removed from the Human Resources or Records Office by the employee.

4 STORAGE AND MOVEMENT OF FILES

- a) Personnel files will be kept confidential and securely locked and only accessed by those authorised in this policy.
- b) The movement of files away from the Human Resources or Records office will be by hand.
- c) Personnel Files are to be returned each day by 4.00 pm to the Records Section to enable them to be locked in the Records Section File Cabinet or alternately files kept away from the Records Office must be locked away in a fireproof filling cabinet.
- d) Files must be returned to the Records Office within five working days of removing from Records.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.