RECORD KEEPING

[Organization Name] is committed to ensuring that it retains employee records in accordance with the *Canada Labour Code*, including its associated regulations, the *Occupational Health and Safety Regulations*, and any other applicable legislation as a federally-regulated employer.

POLICY

[Organization Name] will ensure that it retains the required information for its employees, specifically their records of employment, records of health and safety activity, and any other records as required. [Organization Name] will follow the principles of the *Personal Information Protection and Electronic Documents* *Act* (PIPEDA) and will ensure that access is limited and that only the necessary private information is collected.

Employee records will be kept in a secure location and this location will only be accessed by the (Insert titles of those with access). In the event of a request from a government agency, [Organization Name] will provide access as requested and outlined under PIPEDA.

Employee Access

Employees may request to view their own files by speaking to (Insert title). If an employee requests a correction to their file (e.g., a change of address, etc.), their request will be responded to within a minimum of 30 days from the date it was made.

Employees will not be permitted to view documents that would infringe on the private information of any other person. This information will be omitted so that the employee is only viewing their own private information.

Records

[Organization Name] will ensure that it retains the following employment information for each employee, as per the *Canada Labour Code*, specifically Section 24 of the *Canada Labour Standards Regulations*:

The following personal information is required to be retained in an employee personnel file:

* Their name
* Their address
* Their social insurance number
* Their job title (including any changes to it)
* If the employee is under 17 years of age, then their age must be recorded
* The date the employee started work
* The date that employment was terminated (unless the employee continues to be an employee)
	+ These records must be kept for at least 36 months following the date of termination of employment.

Payroll Records

Payroll records are also required to be retained for a period of 36 months following the end of the employment relationship. These records must include:

* The employee’s rate of pay
* Whether the employee is paid on an hourly, weekly, monthly or any other basis
* Any changes to their rate of pay, including the effective dates for the changes must be recorded
* Records of earnings must include:
	+ Amounts paid each payday
		- This must include the dates the employee is being paid for
		- This must also include the number of hours worked
			* The number of hours worked details must include the daily hours worked (unless the employee is a manager)
			* Any averaging agreements that apply, including the posting of the 30 day averaging notice, the period being averaged, the start date of the averaging agreement, the details of any reduction in hours, and any overtime hours paid (if any)
			* If there was a modified work schedule, the details of this must be included in the records including the copies of the notice, schedules, votes, and the posting dates
		- Details of any deductions
		- Total actual sum paid to the employee
* These records must also include any:
	+ Overtime payments
	+ Vacation pay
	+ General holiday pay
	+ Bereavement leave with pay
	+ Any termination pay or pay in lieu of notice
	+ Any severance pay

Records of Time Away from Work

[Organization Name] will also retain the records of any time the employee was away from work (e.g., on a leave of absence or vacation). These records will include:

* The start and end dates of annual vacations
* The general holidays when the employee did not work
* Any bereavement leave taken
* The start and end dates of any maternity/parental/maternity-related reassignment leave
* Any sickness leave taken
* Any absences related to work-related illness or injuries

[Organization Name] will also retain any employee agreements related to the postponement or waiving of annual vacation; any changes to the general holidays (specifically employee agreements to the change), [Organization Name]’s year of employment when determining vacation time; and any notices related to maternity or parental leave.

In the case of termination of employment, [Organization Name] must retain a copy of the notice of termination.

Health-Related Documentation

Any medical documentation requested by [Organization Name] and provided by the employee will be retained securely. This includes records relating to an employee’s work-related injury or illness such as the reasons for any absences, the employee’s expected return to work, and, if the employee is unable to return to work, the reasons for it.

Health and Safety Records, including Required Training

[Organization Name] will retain records of required employee training, specifically:

* General hazard prevention program training
* Workplace violence and harassment training
* If applicable:
	+ Hazardous substance training
	+ Ventilation system training
	+ Motorized equipment for materials handling operator training
	+ Manual lifting instructions
* Health and safety committee or representative training
* Designated recipient training
* Employee orientation and training
* Reports resulting from any investigations into violence or harassment
* Records of health and safety inspections
* Records of health and safety committee meeting minutes
* Records of recommendations provided by the health and safety committee and any subsequent action or non-action, as applicable
* Any health and safety-related medical testing or exposure testing
* Records of any accidents or incidents in the workplace
* Records of any fire drills or evacuation practice
* Equipment or machinery log books and any associated maintenance records
* Records of review of the violence and harassment policy and the health and safety policy for [Organization Name]
* Any logbooks for drivers, including records of any incidents while driving and their hours of work logged

**Additional Records**

Pre-Employment

[Organization Name] will safely retain all pre-employment information, including an employee’s resume, references, any records of police checks, etc. Their signed offer of employment and job description will also be retained.

Emergency Contact Information

[Organization Name] will ensure that it has an emergency contact for each employee in their employee file in the event that an emergency occurs. Employees are asked to update this contact information if a relationship change occurs or their emergency contact’s information changes.

Records of Progressive Discipline

[Organization Name] will retain all records involved in the progressive discipline process, including:

* Verbal warnings;
* Written warnings;
* Written complaints from other employees and/or customers; and
* Written reports of investigations conducted involving the employee.

Performance Records

[Organization Name] will retain records of yearly performance appraisals, as well as any compliments or commendations from customers or supervisors.

Destruction of Records

[Organization Name] will ensure that any records that need to be disposed of are destroyed so that the private information cannot be accessed. This will be done by shredding documents and ensuring that soft-copies are erased from computer storage.