

<b>Atikokan Literacy Incorporated</b> <b>ADULT LEARNING CENTRE</b> <b>Human Resource</b> <b>Policy/Procedure</b>
<b>Personnel File</b>
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: March 26, 2015 (R)
DISTRIBUTION:        Employees

**Policy:**

All relevant information pertaining to the hiring, payment, evaluation and discipline of an employee is kept in the employee’s “Personnel File” and the file is kept confidential. This ensures that the personnel files are kept secure from unauthorized access. An employee is entitled to review his/her own personnel file in the presence of the Executive Director, without removing it from the Executive Director’s office.

**Procedures:**

1. The personnel file will contain the following types of information:
  - a) Application/resume
  - b) Reference checks
  - c) Criminal record check
  - d) Letter of acceptance
  - e) Emergency contacts
  - f) Current TD1 forms
  - g) Current job description
  - h) Training certificates
  - i) Signed acknowledgements (i.e. of Policies and Procedures, Confidentiality)
  - j) Performance Appraisals
  - k) Disciplinary actions
  - l) Proof of insurance and driver’s license if applicable
  
2. The Executive Director will be responsible for keeping the contents of the personnel file up-to-date.