

POL-ADM.2018.27 Title: *Employment Records*



Type:	Human Resources
Authority:	CEO
Resolution No:	BMPL 2018-77 on 4-19-18; POL-ADM.2018.27
Associated Documents:	Ontario Employment Standards Act, SO 2000, c.41 Part 1 Ontario Health and Safety Act, RSO 1990, c.O.1 Accessibility for Ontarians with Disabilities Act, SO 2005, c.11 Municipal Conflict of Interest Act, RSO 1990, c.M.50 Municipal Freedom of Information and Protection of Privacy Act, RSO. 1990, cM.56
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Legal Framework

1. *Employment Standards Act, S.O. 2000 and subsequent Acts.*

The Blue Mountains Public Library shall set procedures for maintaining Employee Records which meets the current version of the Employment Standards Act. It is the CEO's responsibility to maintain comprehensive Employment Records of each employee during and following their employment.

2. *Municipal Freedom of Information and Protection of Privacy Act, RSO. 1990, cM.56*

The BMPL and the CEO are bound by confidentiality pertaining to the employment and conditions of employment of employees. As outlined by MFIPPA, no information may be shared from an employee file without written permission of the employee, or as authorized under an order of the court.

ADM.2018.27.1 Employment Records

1. Employment records may be physical, electronic, or a combination thereof. An employer shall maintain the following information with respect to each employee:

- 1.1. Copy of contract, if any;
- 1.2. Name and address;
- 1.3. Date of birth;
- 1.4. The date on which employment begins and ends;
- 1.5. The regular number of hours worked in each day or each week;
- 1.6. A copy of each written statement provided to the employee;
- 1.7. Resume, cover letter and other application materials;
- 1.8. Job description (signed);
- 1.9. Letter of Offer;
- 1.10. Employee Data Form (updated annually);

- 1.11. At least one (1) copy of a Government-issued identification (e.g. Driver's License);
 - 1.12. Copy of current CPR Certification;
 - 1.13. Original signed copy of all performance evaluations;
 - 1.14. Original signed copy of all disciplinary actions and evidence pertaining to same if applicable and notes;
 - 1.15. Copies of all current payroll advancements;
 - 1.16. Record of qualifications;
 - 1.17. Education Plan with noted interest in opportunities for growth, as well as any contracts for educational attainment or support;
 - 1.18. Record of additional education and/or training conducted during the employment;
 - 1.19. Current Annual Leave (vacation) and Sick Leave credits/usage;
 - 1.20. Accommodation and/or Emergency Plans, if applicable; and
 - 1.21. Record of Employment after termination, resignation or end of contracted employment.
2. It is the responsibility of the employee to notify the CEO of any change in personal information, such as address, phone numbers; email address, person(s) to be notified in case of emergency, and if receiving benefits, dependents, beneficiaries and marital status.
 3. Employees shall be informed of documents added to or deleted from their files.
 4. The CEO's personnel file is kept in the locked Board cabinet. Access is restricted to the Board Chairperson and the CEO through the Chair.

ADM.2018.27.2 Retention of Records

The BMPL shall retain, or arrange for some other agent to retain, the records required under this section for a minimum of three years after the employee ceases to be employed by the employer, or three years after the employee's 18th birthday (whichever is longer). BMPL is not required to purge records and may hold them for a longer period of time.

ADM.2018.27.3 Content of Vacation Records

1. In the event of an employee retains vacation pay for paid leave, the CEO shall record the following information:
 - 1.1. The amount of vacation time that the employee earned during the current vacation entitlement year.
 - 1.2. The amount of vacation time, if any, that the employee had earned since the start of employment which was not taken before the start of the current vacation entitlement year.
 - 1.3. The amount of vacation time, if any, taken by the employee during the current vacation entitlement year.
 - 1.4. Net vacation time available to the employee.
2. The CEO shall record this information by a date that is not later than the later of,
 - 2.1. Seven days after the start of the next vacation entitlement date or the first vacation entitlement year, as the case may be; and
 - 2.2. The first pay day of the next vacation entitlement year or of the first vacation entitlement year, as the case may be.

3. The BMPL shall retain, or arrange for some other agent to retain, each such Vacation Record for three years.

ADM.2018.27.4 Access to Employment Record

1. Employees may review their employment records with the CEO upon request.
2. The BMPL shall ensure that all of the records and documents required to be retained under this statement are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another agent to retain them.