



AB70

EMPLOYEE FILES AND INTERVIEWS

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Effective Date: 28 October 1997
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POLICY

1. The Human Resources Branch, under the authority of the Deputy Chief Constable, has the responsibility for ensuring that information needed for employee administration is consistently maintained and that the confidentiality of this information is protected.
2. Access, disclosure and retention of information in employee files will be in accordance with this Policy and relevant legislation
3. Employees are responsible for requesting the correction or removal of material from the employee files in accordance with the terms and time limits of the applicable Collective Agreements and/or Department guidelines.
4. Employees may request interviews with the Inspector or Staff Sergeant, Human Resources Branch, to discuss transfers, performance evaluations, personal matters, or any department related personnel issue.

REASON FOR POLICY

5. To facilitate the Human Resources Branch responsibility for managing, retaining, and maintaining the integrity and confidentiality of employee records held by the Department.
6. To ensure Department compliance with the requirements of the *Freedom of Information and Protection of Privacy Act* in relation to employee records.
7. To provide direction on access to and removal of information from employee files.
8. To provide process for interviews involving employee issues.
9. To comply with Article 20 of the Delta Police Board / Delta Police



Association Collective Agreement.

PROCEDURES

10. To ensure employee files are current and up-to-date, employees are to advise Human Resources immediately of any change in their employment or personal status.
11. Employees shall be informed of any additions to their file, other than normal maintenance and correspondence items, shall be provided with a copy of any written record concerning their performance that is to be added to their file, and shall have the right to place comments on it.

Employee Interviews

12. Employees may request an interview with the Inspector or Staff Sergeant, Human Resources Branch and, in appropriate circumstances, a supervisor may direct or suggest an employee meet with the Inspector or Staff Sergeant for an interview.
13. The Inspector or Staff Sergeant shall document the interview in the employee file and, if necessary, notify the employee's NCO or any member of management of the matter discussed.
14. Employees are not restricted from requesting an interview with any other member of management.

Access to Employee Files

15. Security, accesses and disclosure control of employee files shall be the responsibility of the:
 - a) Superintendent, Administration Bureau, for non-management employee files; and
 - b) Deputy Chief Constable, for management employee files.
16. Employees may access, and be given copies of information pertaining to themselves, as contained in their employee file.
17. Before providing an employee with access to or a copy of any records



- from the employee's file, the Deputy Chief Constable, Superintendent, Administration Bureau or the Inspector, Human Resources Branch, must first ensure the removal of any personal information concerning other employees that appears in the file or record.
18. To ensure the integrity of the information contained in employee files, employees will be given access in the company of the Deputy Chief Constable or the Inspector or Staff Sergeant, or designate, at an operationally convenient time and place, and documents may only be removed from the employee file and copied by Human Resources staff .
 19. The following personnel have unrestricted access to employee files:
 - a) Chief Constable;
 - b) Deputy Chief Constable;
 - c) Superintendent, Administration Bureau;
 - d) Inspector, Human Resources Branch; and
 - e) Staff Sergeant, Human Resources Branch, subject to restrictions imposed by the Deputy Chief specific to employee files of employees of higher rank.
 20. The following personnel may have restricted access to employee files:
 - a) Human Resources Branch Assistants, as needed in administering employment;
 - b) Recruiting staff on an *as needed basis* and only in respect of recruits in Blocks I, II, or III at the Justice Institute of British Columbia Police Academy; and
 - c) Professional Standards Section staff, on an *as needed basis* in relation to a *Police Act* investigation.
 21. Limited access may be given to NCOs and Supervisors in respect of performance evaluations only. Where a Supervisor requires copies of performance evaluations relating to employees under their supervision, prior arrangements should be made with Human Resources to have the evaluations copied and held for pick up by the Supervisor.



22. No information on the employee file shall be released to outside parties/agencies without the employee's consent.

Retention of Employee Information

23. Upon termination of employment, employees shall have the right for a period of one (1) year following the date of termination to obtain copies of any material on file.
24. Employee information that is no longer being used for the purpose for which it was collected will be destroyed, but any information relied on to make a decision impacting an employee must be retained for a minimum period of one year from the date such a decision was made.

Letters of Reference

25. All requests for work-related letters of reference will be directed through Human Resources, who will cause same to be prepared. Reference letters will only confirm employment with Delta Police Department and will not speak to job performance and/or discipline.