

# PERSONNEL RECORDS POLICY

## Purpose

The purpose of this policy is to outline the procedure and methods of personnel record keeping.

## Terminology

The term “Citation Canada” means the Online Human Resources Information System used as the system to track employee information, communicate policy and disciplinary measures, assign training, and monitor training completion.

The term “Dayforce” is in place of Ceridian Dayforce, the online payroll system where time and attendance is maintained to log hours worked and to compensate employees.

## Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen’s University.

## Policy

### 1. Guidelines

1. As all AMS records are, AMS employee personnel records are the property of the Alma Mater Society of Queen’s University Incorporated.
  - a. Employees have legal right to copy any documents they have signed
2. Employee personnel records include the following types of documents: Contracts, non-disclosure agreements, disciplinary documents, performance reviews and evaluations, accommodation letters, medical documents, training and certification documents, formal complaints, documented discussions, the dates and times the employee worked (as recorded in Dayforce), personal information such as Social Insurance Numbers, phone numbers, addresses, emergency contacts, and any other information specific to the employee.
3. The AMS uses Citation Canada as our primary personnel records keeping platform.
  - a. Citation Canada is overseen by the Human Resources Office, therefore any confidential information contained within the personnel record is regulated by the Human Resources Office in compliance with all Ministry of Labour standards.

- b. Use of the information contained in the employee's personnel record is monitored exclusively by the Human Resources Office.
  - c. As the AMS is a paperless environment, all personnel documents should be sent electronically to the Human Resources Office for upload to Citation Canada. In no circumstances should there be any copies of personnel documents stored on personal or company devices, or any hard copies of any kind.
4. All employee personnel records shall be retained for three years from the time the employee was last active for the AMS.

**2. Access / Viewing**

- 1. Employees have continuous access to their Citation Canada profile. They can access any documents that have been uploaded to their file at any time from any of their devices.

**3. Performance Evaluations (where conducted)**

- 1. Performance evaluations are completed primarily for the purpose of improving employee performance and are the property of the Alma Mater Society of Queen's University Incorporated.
- 2. Employees will not gain access to the raw data of their performance evaluations for confidentiality reasons.

**Monitoring**

Monitoring for compliance with this policy will be carried out by the Human Resources Office.

<b>Responsibility and/or contact person</b>	Human Resource Office
<b>Approved by</b>	Board of Directors
<b>Date initially approved</b>	October 27, 2022
<b>Date last revised</b>	October 27, 2022
<b>Date of next review</b>	Every two years, or when significant change dictates a need for revision.
<b>Related policies, procedures, and guidelines</b>	Standards of Performance
<b>Policies superseded by this policy</b>	N/A