

Procedure Title:	Employee Records	
Applies To:	Employees	
Governing Policy:	Employee Records - Policy - NSHA AD-HR-055	
Approved:	Effective:	Next Review:
Jul. 19, 2021	Jul. 27, 2021	Jul. 19, 2025
Sponsor:	Senior Director, Human Resources and People Services	
Approval Authority:	VP, Quality and System Performance Executive Leadership Team	
Number	AD-HR-055.01	Manual: Administrative

DEFINITIONS

Authorized Personnel	People Services and those authorized by People Services to have access to the information while in the presence of a People Services' representative in compliance with the release of Employee information procedures contained within this policy.
Employee	A person working at Nova Scotia Health whose salary and compensation are provided by Nova Scotia Health.
Employee Record	The individual Personnel File maintained by the employer containing all of the relevant employment history for each employee as outlined in Appendix A of policy NSHA-AD-HR-055 Employee Records .

PROCEDURE

1. Management, or their designate, inputs all employment related events for Employees in Human Resource Information System (HRIS) in a timely manner.
2. Employees notify People Services of any personal data changes such as marital status, address, education and training, and banking information.
3. People Services:
 - 3.1. Maintains Employee paper records in a secure location with restricted access by Authorized Personnel only (See Appendix A of policy [NSHA-AD-HR-055 Employee Records](#)).

- 3.1.1. Paper records may only be removed from the secure location in the possession of Authorized Personnel.
 - 3.2. Secures electronic records within the Human Resources Information System (HRIS).
4. Employees contact People Services to access their Employee Record information, must complete a [Release of Employee Information Request Form](#), and make an appointment to view their Employee Record with a People Services representative. This should include all transactional history contained in the electronic record.
 - 4.1. People Services may apply charges based on the request for information as follows:
 - 4.1.1. Costs of photocopying;
 - 4.1.2. Actual retrieval costs of off-site records for terminated Employees;
 - 4.1.3. Costs of gathering and hours worked (Release of Employee Information Fee Calculation Sheet);
 - 4.1.4. Costs of authorized third party requests (Release of Employee Information Fee Calculation Sheet).
 - 4.2. Authorized personnel access Employee Records strictly on a limited, need to know basis in the course of the job duties, in accordance with established procedure.
5. Management (or designate) views/reviews employment documentation on the Employee Record with a People Services representative when:
 - 5.1. The Employee is an applicant for a position within the department or program;
 - 5.2. The Employee is a member of the manager's current staff.
6. Maintenance and destruction of files for terminated and retired Employees:
 - 6.1. People Services maintain Employee Record of terminated or retired Employees electronically or in a confidential storage area, on or off site;
 - 6.2. People Services follow these file retention methods when an Employee retires or terminates from the organization:
 - 6.2.1. Run a query from the electronic record for every Employee who terminates or retires to provide all salary changes for the period 2010 to the termination/retirement date.
 - 6.2.2. Print and maintain this salary information on the Employee Record.
 - 6.3. People Services move, securely store, and make easily accessible terminated or retired Employee Records from active files (as outlined in Procedure 3.1) to storage (Procedure 6.1) for the duration of the time periods as outlined in 6.4 for ease of accessibility:
 - 6.3.1. If the terminated or retired Employee was not enrolled in pension at time of termination or retirement, their Employee Records are stored by the year of termination;

- 6.3.2. For all terminated or retired Employees who were enrolled in a pension plan who terminated employment, the Employee Records are stored by the pension plan in which they were enrolled and by the year of termination.
- 6.3.3. For all terminated or retired Employees who were enrolled in a pension plan who either retired or who are retiree rehires, the Employee Records are stored by the pension plan in which they were enrolled;
- 6.4. Record Retention:
 - 6.4.1. Records referred to in 6.3.1 will be maintained for a period of 35 years after termination and will be destroyed at the start of the 36th year;
 - 6.4.2. Records referred to in 6.3.2 and 6.3.3 will be maintained and only destroyed in the year following the pension no longer being paid.
- 6.5. The employer works with the pension providers to obtain listings of all pensioners or deferred pensioners whose pensions are no longer being paid as of the previous calendar year.
- 6.6. People Services ensures that all Employee Records are easily accessible for periodic reviews and audits as required by governing authorities and applicable legislation.

REFERENCES

- Province of Nova Scotia. (2016). *Freedom of Information and Protection of Privacy*, Chapter 5 of the Acts of 1993. Retrieved from: <http://nslegislature.ca/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>
- Government of Canada. (2017). Personal Information Protection and Electronic Documents Act, SC 2000, c. 5. Published by the Minister of Justice. Retrieved from: <http://laws-lois.justice.gc.ca/PDF/P-8.6.pdf>

RELATED DOCUMENTS

Policies

[NSHA-AD-HR-055 Employee Records](#)

[NSHA AD-HR-025 Recruitment and Selection](#)

[NSHA AD-HR-065 Performance Assessment and Development Process](#)

[CDHA 15-120 Occupational Health Employee Health File](#)

[CBDHA 10-60 Release of Employment Information](#)

Forms

[Nova Scotia Health Request for Release of Employee Information Form](#)

Other

Nova Scotia Health [Pledge of Confidentiality](#)

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VERSION HISTORY

Version:	Effective:	Approved by:	What's changed:
Original	2017-10-02	ELT	N/A
Revised	2019-04-09	Policy Consultant	Added replaced policy and updated style
Revised	2021-07-27	Senior Director	Minor Revision: <ul style="list-style-type: none">• Clarification on criminal record check requirements• Records for hires prior to 2015 exempted