

Policy Title:	Employee Records	
Applies To:	Employees	
Related Procedure(s):	Employee Records - Procedure - NSHA AD-HR-055.01	
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	Manual: Administrative	

DEFINITIONS

Discipline	A process between a manager and Employee to address an Employee’s failure to adhere to policies or standards of performance, conduct, or behaviour. This process can include verbal or written warnings, suspension, and/or termination of employment.
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 .

POLICY STATEMENTS

1. Nova Scotia Health establishes and maintains an Employee Record on each Employee, ensuring a confidential record of employment history.
 - 1.1. Employment information is maintained and stored either on paper or electronically.
 - 1.2. The purpose for which information is collected by People Services, Benefits and Payroll is explained to Employees at the time of collection.

Note: Refer to [Appendix A](#) for details as to what is and is not to be retained in an Employee Record. Employee Records for hires prior to April 1, 2015 may or may not comply with this policy given the previous practices of the former District Health Authorities.

2. Information gathered for employment purposes is not to be released to any outside party without the written consent of the Employee with the following exceptions only:
 - 2.1. Benefit purposes;
 - 2.2. To process payroll;
 - 2.3. As required by law.
3. Disclosure, misuse, or failure to safeguard confidential employment information is subject to Discipline.
4. All Employees who have either retired from the employer or deferred their pension benefits upon termination must have their employee file and salary information retained by the employer until the year after the pension is no longer paid.
5. Documentation and data generated by Nova Scotia Health or which comes into its possession are the property of Nova Scotia Health and are only to be released in accordance with the procedure as outlined in [NSHA-AD-HR-055.01 Employee Records](#).

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-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](#)

Procedures

[NSHA-AD-HR-055.01 Employee Records](#)

This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

Forms

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

Appendices

[Appendix A: Employee Record](#)

Other

Nova Scotia Health [Pledge of Confidentiality](#)

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Appendix A: Employee Record

An Employee Record (paper & electronic) may consist of, but is not limited to, the following:

General employment information

- Initial application and/or resume
- Initial signed hiring correspondence/offer letter
- Signed confidentiality statement
- All employment transactions
- Tax forms (TDI) completed and any employee deduction agreements (i.e. additional tax amounts)
- Completed application for Direct Pay Deposit
- Education certificates if applicable and initial proof of professional registration/recertification
- Completed Criminal Record Check**

** Prior to the effective date of the original policy in 2017, Criminal Record Checks were not required to be on all Employee Records. Nova Scotia Health does not request internal employees to obtain a valid CRC if there is not one currently on file. All external hires after 2017 should have a CRC on file. The following records may or may not have a CRC on file after 2017:

- Co-ops/students
- Paymaster positions
- Retirees being rehired within 12 months of termination
- Residents

Identifying information

- Legal name
- Address
- Social Insurance Number
- Proof of birth date and/or identification (i.e. birth certificate, driver's license)
- Emergency contact information

All other employment information, such as;

- Attendance records
- Pension information
- Benefit enrollment and change forms other than Group Benefits which are maintained separately in the Benefits department
- Job share information
- Employee status changes and dates of same, such as: new appointments, job transfers, salary changes, termination, and retirement.
- All Record of Employment (ROE) records

- Letters of commendation, awards or recognition
- Any legal document, e.g. Garnishment order requirement
- Leave of absence documentation, exclusive of medical information
- Documentation of education courses sponsored/completed/achieved, i.e. certification achieved, return of service, & secondment agreements
- Completed performance appraisals
- Documentation of attendance management, records of performance management, discipline and suspension of license or decision of professional misconduct.
- Ongoing Education certificates if applicable and proof of professional registration/recertification
- Deferred leave completed and approved forms
- Return of Service Agreements
- Any other employment related documentation, with the exception of those indicated in the following section as to what the Employee Record does not contain.

EXCEPTIONS TO THE ABOVE

Employee Records for hires prior to April 1, 2015 may or may not comply with this policy given the previous practices of the former District Health Authorities.

The Employee Record does not contain any of the following:

- Request for Hire forms and related position management documents
- Safety Improvement & Management Systems (SIMS) forms and information
- Grievance documents, although any decision that impacts employment status is recorded on the Employee Record
- Human rights complaint documentation which is maintained by the Nova Scotia Health People Services Labour and Employee Relations Team
- Documentation pertaining to an investigation regarding harassment or bullying requested by the employee or naming the employee as a respondent, unless there is a finding of wrongdoing.
- Personal or confidential information which is not work related (E.g., medical information)
- Worker's Compensation Board (WCB) correspondence and reports
- The Employee Occupational Health file is maintained separately and confidentially in Occupational Health, Safety and Wellness

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