

# 11.2 Employee Personnel Record Policy

## Policy Statement

The Government of Nova Scotia has responsibility for maintaining personnel information for government employees.

## Definitions

### **EMPLOYEE MASTER RECORD**

Is a sub-record of the Employee Personnel Record.

### **EMPLOYEE PERSONNEL RECORD**

Contains all personnel information including the Employee Master Record sub-record.

### **SEPARATION**

Refers to all events which sever the employment relationship.

## Application

This policy establishes methods for ensuring up-to-date personnel information is maintained for all persons who are employed by the Government of Nova Scotia.

## Goals

This policy has the following objectives:

- to define responsibility for employee personnel information management
- to assign a process for maintaining employee personnel information
- to ensure government meets its obligations concerning employee personnel information management

## Policy Directives

Personnel information concerning an individual government employee is to be maintained in a personnel record, which will also contain an employee master record.

### **EMPLOYEE PERSONNEL RECORD**

The Employee Personnel Records, consisting of all personnel information including the Employee Master Record sub-record contains documents, forms, and correspondence, the contents of which the employee has knowledge of at the time of filing or recording.

Departments are responsible for maintaining the following information in the employee personnel record for a period of seven years:

- correspondence related to personnel transactions (excluding information related to service and disciplinary measures which will be included in the Master Record)
- salary and reclassification dates
- personnel cards
- birth certificate
- special leave benefits
- records of training and education
- employee summary sheets
- sick leave
- vacation
- marital status
- dependents covered by medical plan
- long service award
- retirement benefits
- Form 562 (Recommendation/Advisement for Absence)
- Form 140 (Recommendation/Advisement)
- Form DF20 (Payroll Advice/Salary Adjustment)
- Form 444 (Certificate by Attending Physician) to be kept in a sealed envelope)
- Form DHR 97-001 (Application for Employment)
- Form 1457 (Employee Master/Personnel Record Summary Sheet)

#### **EMPLOYEE MASTER RECORD**

The Employee Master Record, which forms a part of the Employee Personnel Record, contains documents, forms and correspondence, the contents of which the employee has knowledge of at the time of filing or recording.

Departments are responsible for maintaining the following information in the Employee Master Record until the employment is severed. Following severance the Public Service Commission will maintain the Employee Master Record for a period of 60 years.

The Employee Master Record contains the following information:

- disciplinary measures, performance appraisals, Workers' Compensation Board accident forms, long-term disability benefits, purchase of casual service, prior civil service and/or war time service for verification of such service

- for employee personnel records created after April 1990, information related to pay and allowances, benefits and credits, and expenditures are maintained on the HRMS system by the Public Service Commission
- Employee Personnel/Master Records prior to April 1990 are to be maintained in a hard copy format in the Employee Personnel/ Master Record

**EMPLOYEE RESIGNATION/EMPLOYEE RETIREMENT OR DEATH**

Upon employee separation, the unpurged Employee Master Record should be sent to the Public Service Commission immediately. A copy of the Employee Master/ Personnel Record Summary (Form 1457) is to be included. The Employee Personnel Record is held in the department for a period of seven years in accordance with the record retention schedule.

If the employee has not been rehired within seven years from the date of employee separation, employee personnel information shall be destroyed in accordance with the retention schedule established herein.

**EMPLOYEE TRANSFER**

In the case of an employee transfer, the organization from which the employee is transferring will follow the procedure below on the date of the employee transfer:

1. Complete the Employee Master/Personnel Records Summary (Form 1457).
2. Place the completed Employee Master/ Personnel Record Summary (Form 1457) on top of the Master/Personnel Record contents.
3. Forward the unpurged Employee Master/Personnel Record to the Public Service Commission for transfer to the receiving department.

**SECURITY AND RELEASE OF INFORMATION**

Under the collective agreements, employees are entitled to view their employee personnel records by prior arrangement with the personnel responsible for their custody.

If the employee wishes information contained in his/her Personnel/Master Record to be released, the employee must state in writing to the personnel staff the specific information that is to be released and to whom. Access to employee personnel records by persons other than the employer or personnel staff must be approved by the Deputy Minister of the department. Employee Master/Personnel Records are to be maintained in a secure area.

## Policy Guidelines for Employee Personnel Record

Guidelines may be developed as appropriate to assist with maintaining employee personnel records.

### Accountability

#### GOVERNMENT DEPARTMENTS

Departments have the responsibility for maintaining the Employee Personnel Record, which includes the Employee Master Record, for the time periods prescribed in this policy.

#### PUBLIC SERVICE COMMISSION

The Public Service Commission has responsibility following separation for maintaining Employee Master Records for the time periods prescribed in this policy.

### Monitoring

The Public Service Commission may conduct audits of departmental employee personnel record practices to ascertain compliance with this policy.

### References

*Civil Service Act*

Collective agreements between the Nova Scotia government and the Nova Scotia Government Employees Union

*Freedom of Information and Protection of Privacy Act*

### Enquiries

General Enquiries, Public Service Commission (902) 424-7660

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*Most recent review:*

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