	<b>EMPLOYEE RECORDS</b>	<b>Human Resource Manual</b>
	<b>Personnel Records</b>	<b>Section 1103</b>

## PERSONNEL RECORDS

### PURPOSE

1. Personnel records are maintained for all Government employees. Personal information obtained by the Government and held in an employee's personnel record is held in confidence.

### APPLICATION


2. These guidelines and procedures apply to all employees of the GN.

### DEFINITIONS

3. **Personnel File** is the official record containing personal information, on each employee, held by the Department of Human Resources or the Personnel Section of an authorized board or agency. This does not include the pay and benefits files maintained for individual employees by the Department of Finance.


### PROVISIONS

4. An employee may view his or her own personnel file by making an appointment with a representative of the Department of Human Resources or the Personnel section of an authorized board or agency. An employee is not entitled to view the personnel selection rating forms contained in sealed envelopes on the personnel file.
5. A supervisor may view disciplinary or performance-related documents on the personnel file of any employee who reports to the supervisor. A supervisor is not entitled to view confidential information such as rating forms or insurance beneficiaries.
6. An employee must be made aware of any disciplinary documents placed on the personnel file. This can be done by the supervisor providing the employee with a copy of the document at the time of filing. Documents will be clearly marked "copy to Personnel File" or include a statement in the body of the letter indicating that a copy of the letter will be placed on the employee's personnel file.
7. For an employee in the Nunavut Employees Union bargaining unit, any document or written statement related to disciplinary action and placed on the personnel file of the employee shall be destroyed after 12 months

	
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have elapsed if no further disciplinary action has been recorded. It is not a requirement to destroy disciplinary letters of excluded employees and senior managers after twelve months.

8. For a member of the Nunavut Teachers Association, an employee's personnel file shall be cleared of all adverse comments, reports or correspondence if the employee has been continuously employed for four years from the date of the last adverse comment, report or correspondence.
9. An employee may not place any document or information directly on his or her personnel file. Information of a disciplinary or complimentary nature must be placed on file by the employee's supervisor or with the supervisor's consent. An employee is allowed to place responses to appraisals or disciplinary action on the personnel file. This must be done through the employee's supervisor so that the supervisor is aware of the information on the personnel file.
10. A former employee may access his or her personnel file upon request. If a former employee is involved in legal action against the Government, the request should come through the employee's legal counsel. The Government's legal counsel will respond and provide appropriate information.
11. An employee may have an agent view documents on his or her personnel file and make copies of such documents. The human resources officer in the department or agency shall require the agent to produce written authorization from the employee in each specific case. Authorizations are valid for 60 days.
12. Where a department or agency receives a request in any form from a third party for information about an employee, the responsible human resources officer will take the following action:
  - (1) check the identity of the third party;
  - (2) require the third party to produce evidence of the employee's consent. (This is not needed if disclosure is required by law, e.g. a search warrant).
13. A Staffing Consultant from the Department of Human Resources, or the Personnel section of the authorized board or agency ensures that personal information about an employee is not supplied to other

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employees in the organization. Information may only be provided if it is required in the performance of the official duties assigned to other employees. The Staffing Consultant must ensure:

- (1) the information will be used for the purpose for which it was provided; or
- (2) the information will not otherwise be used to make administrative decisions, which relate directly to the employee without the employee's knowledge and/or consent.

### **AUTHORITIES AND REFERENCES**

14. Main Collective Agreement with the NEU  
Article 33, Employee Performance Reviews and Employee Files
15. Collective Agreement with the NTA  
Article 21, Employee file  
Article 26, Performance Appraisals
16. Excluded Employees' Handbook  
Performance Evaluation

### **CONTACTS**

17. For clarification or further information, please contact:

**Director, Staffing**  
**Department of Human Resources**  
**Iqaluit, Nunavut**  
**975-6224**

or

**Regional Directors**  
**Department of Human Resources:**

<b>Igloolik</b>	<b>934-2024</b>
<b>Cambridge Bay</b>	<b>983-4060</b>
<b>Rankin Inlet</b>	<b>645-2954</b>