

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Employee Personnel Record	<b>SECTION:</b> E <b>POLICY:</b> 5
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> _____	
<b>REVISION DATES:</b> January 2006, September 2014		

**EMPLOYEE PERSONNEL RECORD**

**POLICY:**

Leamington Mennonite Home shall maintain readily available information pertaining to all employees.

**PROCEDURE:**

- A file shall be established for every employee.
- Staff have an ongoing obligation to ensure their personal information is current and accurate, including legal name, current address, telephone contact(s) and emergency contact(s).
- Personnel files are kept in the Administrative Offices in a secure location.
- The Administrator and Department Leaders have access to the personnel records.
- Any employee may review their own record by requesting such a review with Human Resources. The Personnel File must be reviewed by the Employee in the Human Resource Office. The file may not leave the workplace.
- Employee records will be kept for a minimum of 6 years after termination.