



<b>Signed Date:</b> October 19, 2016	<b>Motion:</b> 150/16 <b>Date:</b> October 19, 2016
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<b>Title:</b> Employment Files	<b>Policy No. 39</b>
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**Purpose:**

The Village of Bawlf shall provide for the filing of appropriate documentation into employment files and ensure their protection and confidentiality.

**Principles/Guidelines:**

The intent of this policy is to ensure:

1. Information collected shall be limited to only that which is relevant to employment and applicable to employment-related decisions.
2. Employees shall be given access to their records.
3. Internal disclosures are limited only to authorized personnel.
4. External disclosures should not be made without employee's written consent, except where legislated.
5. Procedures shall be put in place to complement this policy and shall not contravene the Alberta Employment Standards Act.

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Mayor

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CAO