

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : EMPLOYEE PERSONNEL FILES
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I PURPOSE

The purpose of this policy is to state the types of information pertaining to employees which should be forwarded to Human Resources.

II POLICY

Copies of all disciplinary notices, complaints, commendations, and grievance or incident reports regarding employees must be immediately forwarded to Human Resources.

This information is an essential part of each employee's personnel file, which the Human Resources Branch has a responsibility to maintain.