

## 6.2 Employee Personnel Record Policy

### Policy Statement

The Province of Nova Scotia recognizes the importance of information and records management with respect to employee personnel information in paper and electronic format. Employee personnel records hold operational, legal, fiscal, and historical value in their documentation of the employment relationship. As an employer, the Province of Nova Scotia requires information concerning current and former government employees to support the function and operation of human resources and to inform personnel-related decisions. The effective and efficient management of the employee personnel record, paper and/or electronic, helps to preserve the integrity, reliability, and accountability of government information throughout the life-cycle of these records.

The Province of Nova Scotia, through the Public Service Commission (PSC), is responsible for managing and maintaining personnel information contained in employee personnel records in compliance with the *Government Records Act*, the *Public Archives Act*, *Freedom of Information Protection of Privacy Act (FOIPOP)*, *Personal Information International Disclosure Protection Act*, *Public Service Act*, and the corporate Records Management policy. Although employee information may be contained in other categories of records, this policy concerns the employee personnel record as defined in the PSC's Standard Operational Records (STOR) Records Schedule.

The Province of Nova Scotia strives to protect the privacy of employee information and facilitate access to the information it holds when required.

### Definitions

#### **EMPLOYEE**

An employee as defined in the *Civil Service Act*; an employee as defined in the *Highway Workers' Collective Bargaining Act*; any other person directly employed by the Province of Nova Scotia.

#### **EMPLOYEE MASTER DATA**

Electronic data used in human resource and payroll processes, including, but not limited to, hiring and recruitment, employee identity administration, time entry, payroll processing and benefits administration.

### **EMPLOYEE PERSONNEL RECORD**

A human resource record as defined in PSC STOR Records Schedule (63000-30), which contains personnel information on an individual employee throughout the course of their employment, up to and including separation.

### **PERSONNEL INFORMATION**

Records that document employment history and the terms and conditions of employment for an employee. This includes information related to appointment, promotion, separation, contracts and agreements, salary and service, disciplinary measures, performance appraisals and evaluations, documentation concerning leave, entitlements, and credentials. For the purposes of this policy, personnel information does not include medical information on the employee.

### **RECORD**

Information in any medium recorded or stored by graphic, photographic, electronic, physical, mechanical, or other means and includes public archives vested in His Majesty in right of the Province.

### **SEPARATION**

Refers to any event (e.g. resignation, termination, retirement, death etc.) which severs the employment relationship between the employee and the Province of Nova Scotia.

### **STANDARD FOR OPERATIONAL RECORDS (STOR)**

The department standard for the management of operational records. It provides a comprehensive description and classification of all records owned by the department with a plan governing the life-cycle of the records from creation or receipt to disposition or permanent preservation.

## **Policy Objectives**

The objectives of this policy are to:

- Define responsibility for the management of employee personnel information.
- Ensure Province of Nova Scotia meets its obligations concerning records management for employee personnel information by maintaining and managing the records in their custody or under their control as an asset and a resource.
- Protect and preserve employee personnel information to help ensure the integrity and accountability of government transactions.
- Establish processes and procedures for ensuring up-to-date personnel information is maintained for all persons who are employed by the Province of Nova Scotia.

## Application

This policy applies to employee personnel records of departments, offices, and public service entities listed in Category I of Appendix I-A of the Corporate Administrative Manuals Policy, unless their legislation otherwise allows for the administration of their personnel records.

## Policy Directives

### MAINTENANCE

- Personnel information concerning an individual employee is to be maintained in an employee personnel record. Only personnel information that supports the function and operation of human resource management shall be maintained in the employee personnel record. Employee medical information is not to be kept in employee personnel records but maintained separately in medical records as detailed in the Employee Personnel Record Guidelines.
- The PSC is responsible for the creation and maintenance of employee personnel records.
- Upon appointment, an employee personnel record will be created for an individual employee. The employee personnel record will be maintained in accordance with the Employee Personnel Record Guidelines.
- In the case of an employee reappointment or transfer, the employee personnel record will be managed in accordance with the Employee Personnel Record Guidelines.
- Upon separation, the employee personnel record will be managed according to the Employee Personnel Record Guidelines and retained in accordance with the PSC STOR Records Schedule.

### SYSTEM OF RECORD

- For employee personnel records created after April 2005, information related to pay and allowances, benefits and credits, and expenditures is maintained on the SAP-HR system by the PSC and Department of Internal Services through Payroll Client Relations (PCR).
- For employee personnel records created between April 1990 and April 2005, information related to pay and allowances, benefits and credits, and expenditures is maintained on the HRMS system by the PSC.
- Employee personnel information created prior to April 1990 is maintained in hard copy format and/or microfiche.

### **ACCESS**

- Access to employee personnel records will be limited to authorized staff of the Province of Nova Scotia who require the information to carry out their duties as set out in the Employee Personnel Record Guidelines.
- Employees are entitled to have access to their employee personnel record and may request to view their record through their assigned human resource (HR) representative. Appointments should be arranged in advance and during regular business hours. An HR representative must be present when an employee is viewing their employee personnel record.
- An employee can request a copy of a document from their employee personnel record through their HR representative.
- An employee may request correction to their personal information held in their employee personnel record through their HR representative.

### **SECURITY**

- Employee personnel records will be securely maintained on-site in a lockable filing system and on encrypted computer systems on the Government of Nova Scotia network as per the Employee Personnel Record Guidelines.

### **CONFIDENTIALITY**

- Authorized staff with access to employee personnel records will protect the confidentiality of personal information in the records as per the *FOIPOP Act*.
- All authorized staff dealing with employee personnel records will hold all information in confidence as appropriate.

### **RELEASE AND DISCLOSURE OF INFORMATION**

- Employees may request the release of information contained in their employee personnel record. The employee must state in writing to their HR representative the specific information that is to be released and to whom.
- If anyone other than the employee or authorized staff requests access to an employee personnel record, the request will be subject to procedures under the *FOIPOP Act*.

## **Guidelines for Employee Personnel Record**

This policy is supported by Employee Personnel Record Guidelines that have been developed by the PSC to assist with maintaining employee personnel records. These guidelines will be reviewed annually and updated by the PSC as needed.

## Accountability

### **PUBLIC SERVICE COMMISSION**

PSC is responsible for:

- The creation and maintenance of employee personnel records relating to human resource management and to follow procedures as outlined in the Employee Personnel Record Guidelines and the PSC STOR Records Schedule.
- Ensuring the contents of employee personnel records are relevant and support the function and operation of human resource management. This includes appropriately managing and documenting relevant employee information throughout the course of employment.
- Establishing controls and safeguards to securely maintain the employee personnel record and manage personal information appropriately.
- Providing timely and reasonable access for employees to review their employee personnel record.
- Collaborating with PCR, Information Access and Privacy Services (IAP), and Information, Communications and Technology Services (ICTS) on proposed changes to systems containing employee personnel information, as applicable.
- Authorizing, inputting, and maintaining SAP-HR employee master data changes.
- Ensuring the Employee Personnel Record Guidelines are reviewed annually and reflect current government records management practices.

### **PAYROLL CLIENT RELATIONS (DEPARTMENT OF INTERNAL SERVICES)**

PCR is responsible for:

- Securely maintaining payroll-related records required to be included in the employee personnel record.
- Providing, at the time of separation, all relevant payroll-related information to be included in the employee personnel record.
- Collaborating with the PSC, IAP and ICTS on proposed changes to systems containing employee personnel information, as applicable.
- Input of authorized employee master data into the SAP- HR system.

### **MANAGERS**

Managers are responsible for:

- Ensuring that relevant personnel information for their staff is sent to their HR representative on a timely basis, for inclusion in the employee personnel record.

## EMPLOYEES

Employees are responsible for:

- Contacting their HR representative should they wish to view their employee personnel record.
- Providing written consent to their HR representative the release of information contained in their employee personnel record.

## Monitoring

The Public Service Commission is responsible for policy implementation and ensuring the policy is up to date with respect to employee personnel record practices.

## References

- *Civil Service Act*
- *Freedom of Information and Protection of Privacy Act*
- *Personal Information International Disclosure Protection Act*
- *Government Records Act*
- *Public Archives Act*
- *Public Service Act*
- Collective agreements between the Nova Scotia government and NSGEU / CUPE
- Corporate Administrative Policy Manuals Policy – 100 Management Guide
- Records Management Policy –300 Common Services Manual
- Information Management Policy – 300 Common Services Manual
- Privacy Policy – 300 Common Services Manual
- PSC STOR Records Schedule
- Employee Personnel Record Guidelines

## Enquiries

Policy and Planning

Public Service Commission

Email: [PSC-Policy-Inquiries@novascotia.ca](mailto:PSC-Policy-Inquiries@novascotia.ca)

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