



Record Keeping

Coworker/Contractor/Volunteer Records

POLICY

The Cascadia Society will maintain a centrally filed coworker, contractor, intern or volunteer record system with an up-to-date, individual, confidential employment or contract file for each coworker/contractor/intern/volunteer. Coworkers, contractors, interns, or volunteers will have access to their own file upon request. Completed reference checks must be filed in a secure file, separate from the coworker, contractor, intern or volunteer personnel file, restricting access to authorized persons only. The contents and information contained within each file will be kept confidential.

PROCEDURES ESTABLISHMENT/RETENTION/REMOVAL

Each file will:

- Be established at the date of employment or commencement of contract
- Be continuously maintained throughout the employment or contract period
- Be retained by the Cascadia Society for a minimum of seven years after termination
- Contain a "File Checklist" to ensure information is complete
- Contain reprimands and/or warnings for a maximum of twenty-four months, if there has been no other disciplinary action of a similar nature
- Contain records of termination

CONTENTS

Each file will contain all pertinent documentation relating to the coworker's, contractor's, intern's or volunteer's status and job performance, including:

- Identifying information
- Medical certification (if applicable)
- Name(s) of next of kin or person(s) to notify in the case of emergencies
- Job description(s) or contract expectations
- Performance evaluations or contract reviews
- All documents pertaining to complaints, including the results of investigations and disciplinary action taken (if any)
- Application for employment and resumes (including previous experience, credentials and acquired training)
- Verification of educational and employment requirements
- Personal and employment references
- Results of employment interview and reasons for hiring,
- Verification of a criminal records check, driver's license abstracts and Employee Medical Form
- Copy of valid first aid certificate (if applicable)
- Copy of valid CPI certificate (if applicable)
- Written acknowledgment of personnel orientation signed, dated and indicating the



Record Keeping

- employee, contractor or practicum student has read and understood all
- agency policies/procedures and will adhere to the agency's "Mission", "Code of Ethics", "Confidentiality Expectations", and (when applicable - the Agency Letter of appointment)
- Dates of commencement and termination of employment
- Other material of a personal nature relating to the employee
- Professional Development Log
- Off Site Safety forms

NOTE: Time and attendance records, travel, leave accrual and usage, and documents relating to pay will be maintained in the accounting section.

CONFIDENTIALITY

The Administration will ensure that:

- All personnel files are maintained in a locked cabinet to secure against loss, destruction, or unauthorized access
- Only leadership or approved clerical employees has access to the personnel records filing cabinet
- Information of a personal nature is in a sealed envelope in the personnel file and
- The confidentiality of a third party who has given information pertaining to an employee, contractor or practicum student is maintained.

COWORKER /CONTRACTOR ACCESS TO INFORMATION

Coworkers, contractors, interns or volunteers wishing to review their own file may do so by asking their Supervisor or designate. The review will be conducted in the presence of their Supervisor or designate.

UPDATING FILES

Program Director or Designate

Program Director or designate will be responsible for ensuring all program personnel files are completed and updated as required.

Leadership Team

The Leadership Team is responsible for ensuring the personnel files of the Program Director, and administrative files are completed and updated as required.

Standards associated with this policy: 1) 1.E.1, 2) 1.E.3 and 3) 1.I.4

RESPONSIBILITY OF: Program Manager

MONITORED BY: Leadership Team