|  |  |  |  |
| --- | --- | --- | --- |
| **Document Number** | **HRPL2** | | |
| **Document Title** | STAFF RECORD FILES | | |
| **Department Ownership** | Human Resources | | |
| **Document Type** | Policy | | |
| **Department Owner** | Viana Beresford | | |
| **Document Author** | Derrick Chan | | |
| **Last Edited By** | Derrick Chan | **Lasted Edited On** | 18/06/2015 |

**Department Policy**

**POLICY - STAFF RECORD FILES - CONTENTS**

**SCOPE:**

This policy applies to personnel records of all categories of staff employed by the company.

# OUTCOME DESIRED:

Staff records are filed in a systematic manner, stored confidentially and securely and include all information pertaining to the staff member from the time of employment to when they leave employment with the company.

**RISK MANAGEMENT*:***

* Documentation can be retrieved easily and records provide evidence in the event of an industrial relations issue.

# PROCESS:

* A new file is made up for each staff member in hard copy, stored in an individual named folder stored in a locked cabinet and a second soft copy the staff folder is stored on the computer, saved in I drive; Human Resources; Restricted; Employee Records; Company Name; Department; Name of Employee Folder and sub folders as per below.
* Access to staff records are restricted to the HR team, Executive Management and the Pay Roll department.
* Corporate responsibility for staff records will lie with the HR team, Executive Management and the Pay Roll department.
* Each employee may access a copy of their records at any time by applying to the HR team or Site Manager.
* Sections within a computer folder will be as follows:

***Application for employment-***

* + Application for employment
  + Offer of employment letter
  + Contracts (signed)
  + Job Descriptions (signed)
  + Curriculum Vitae
  + Initial Registration Certificates, Qualification Certificates and Police and working with children Clearances
  + Initial Insurance and associated records
  + Interview Records
  + Reference Checks

***Leave and Sick forms and Payroll records***

* + Leave application forms
  + Sick Leave certificates
  + Workers Compensation
  + Income Tax information
  + Superannuation information
  + Child Maintenance information
  + Salary information

***Registration, Insurance and Certifications***

* + Annual registration documents
  + Annual insurance renewals
  + Ongoing professional development and/ or certifications received
  + Clearances and any renewals applicable

***Orientation and Performance reviews***

* + Orientation record
  + Performance Reviews
  + File Note regarding Performance
  + Education and Training Record

***Other***

* + Correspondence
  + Miscellaneous
  + Staff Injury Records

***Resignation and Exit record***

* + Resignation Letter/ Termination Documentation
  + Check list of returned company property
  + Exit interview form
  + Service Records

# REVISION OF THIS POLICY

Revision of this policy will take place every two years or as required.

**REFERENCES:**

Industrial Relations and Human Management Guidelines.