

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-31

SUBJECT: **PERSONNEL RECORDS**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 16, 2005

- 31.1 Employees are responsible for ensuring that records regarding contact telephone numbers and addresses are correct and where applicable, information on the status of an individual's driver's licence. The employee shall provide to the employer upon request, from time to time, a copy of driver's licence abstract. In case of a change of address, telephone number, name, beneficiary or other circumstances, Form AP31-1 must be completed by the employee and circulated to the appropriate Departments for file updates.
- 31.2 Personal Information on this form is collected under the Authority of the Municipal Act, R.S.O. 1990, c. M45, and will be kept confidential and used for personnel and payroll records only. Questions about this collection can be directed to the Municipal Clerk.
- 31.3 In the presence of the Human Resources Administrator, or designate, an employee shall have the right, on one-half (1/2) day's notice, to have access to review their personnel file and shall have the right to respond in writing to any document contained therein within five (5) working days; such reply shall become part of the personnel record.
- 31.4 Employees will be provided notice of any document being put on their personnel record.
- 31.5 The employee may request and be provided a copy of anything contained in their personnel file, subject to the requirements of the Freedom of Information Act.

MUNICIPALITY OF SIOUX LOOKOUT
PERSONNEL RECORDS CHANGE

EMPLOYEE NAME: _____

DRIVER'S LICENCE #: _____

DEPARTMENT: _____

A. NOTICE OF EMPLOYEE NAME CHANGE

Surname Given Name(s)

B. NOTICE OF EMPLOYEE ADDRESS CHANGE

Street Apt. No.

Municipality Province

Postal Code Telephone Number

C. NOTICE OF DEPENDENT/BENEFICIARY CHANGE

ADD/DELETE DEPENDENTS: CHANGE BENEFICIARY TO:

NOTE: One copy to Personnel File

FORM AP 3-31-1

