



City of St. John's Corporate and Operational Policy

Policy: 03-06-06 Paperwork on Personal Files

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 1996/06/17

Rescind Date:

Index: 03 Human Resources

Section: 06 Employee Relations

Title: 06 Paperwork on Personal Files

Purpose

To reduce the amount of paperwork and to improve the overall efficiency and effectiveness of the Department of Human Resources by eliminating excessive paperwork in personal files.

Policy Statement

1. Human Resources Department users will deselect the probationary evaluation for those newly hired or transferred employees...
 - (a) holding the particular position in the last three years
 - (b) on a temporary placement less than three months.
2. In the case that there is some question as to the performance during and employee's last employment, it will be at the discretion of the Director of Human Resources to request the probationary evaluation.
3. Since an employment history on each employee is maintained on the HRIS, there will be no paper copy of appointments, transfers, bumps and lay offs kept on an employee's personal file. The Human Resources department will continue to keep on file any correspondence sent to employees.

Application

Responsibilities

Department of Human Resources.

Definitions**References/Appendix****Monitoring and Contravention****Approvals**

Finance and Administration Committee Report - June 6, 1996; Regular Meeting of Council June 17, 1996.

Review Period**Available to Public**

- ☐ Yes
- ☐ No