



**S<sup>t</sup>PATRICK'S**  
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 3.6

# Personnel Records

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## **POLICY**

In order to ensure the necessary administration of employment and management of staff, it is the policy of St Patrick's Technical College to maintain a personnel file for each of its current and former employees.

In doing so, the College subscribes and is fully committed to the principles of privacy. The policy of the College is to protect the confidentiality of the contents of personnel files of all existing and former employees.

The Business Manager is responsible for the personnel records of all current and former employees of St Patrick's Technical College.

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## **GUIDELINES**

1. A personnel file will be maintained for each individual employed by St Patrick's Technical College. Files are to be kept in a locked central system, to be maintained by the Business Manager. Any employee information or records in a computerised information system are maintained under stringent security. A personnel file is confidential to all except those who need to know its contents. This is determined by the Principal of the College. Only individuals authorised by the Principal are permitted access to the files.
2. An employee's file is to contain the following information (if applicable):-
  - employee's resume and employment application;
  - letters of appointment;
  - position classification;
  - employment contract;
  - essential employee information (name, address, personal details, emergency contact details, etc.);
  - salary and benefits details;
  - records of attendance;
  - training records;
  - superannuation fund name and contributions;
  - performance appraisals;
  - leave taken/accrued;
  - records of any formal complaints or grievances;
  - records of any disciplinary action;
  - termination of employment;
  - records of any workplace injuries or workers' compensation claims;
  - any other relevant records necessary for the effective management or administration of College staff.
3. Any employee may request inspection of their personnel file. An employee inspecting their records must do so under the supervision of an individual authorised to access the file. An employee may



examine his or her entire file, with these exceptions: letters of reference (or notes of conversations) solicited by the College as part of the employment process, and information concerning medical disabilities (mental or physical) that a doctor may not have disclosed to the employee. Such information may be disclosed to a medical practitioner nominated in writing by the employee.

4. An employee who objects to information in his or her file may place a statement in the file to that effect. If an employee seeks removal of the material, a request should be made through his or her supervisor or manager. An employee may use the Staff Grievances policy (policy number 1.10) if not satisfied with the outcome.
5. Access by employees to any file or record apart from their own is strictly forbidden.
6. Unauthorised access to personnel files or records constitutes sufficient grounds for termination of employment.
7. In order to ensure the files contain current information, each employee is responsible for keeping the College notified of any changes of information, including address, telephone, emergency contact numbers, changes of name or marital status and any records required for income tax purposes.
8. The prior written approval of the employee is required before any information will be released for the purpose of credit check enquires. Only information about the employee's position, salary and duration of employment may be disclosed for credit check enquires.

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#### **RELATED POLICIES**

- *1.7 – Privacy*
- *1.10 – Staff Grievances*
- *3.3 – Recruitment*
- *3.4 – Job Descriptions*
- *3.5 – Induction*
- *3.8 – Working Hours and Leave Provisions*
- *3.11 – Disciplinary Procedures*
- *3.12 – Employment Termination*