



HUMAN RESOURCE POLICY

**13.0 PERSONNEL RECORDS**  
**13.02 DISCIPLINARY DOCUMENTS**

**Purpose**

To outline the conditions under which disciplinary documents are placed, or removed, from a personnel file.

**Application**

This policy applies to all employees of the Saskatchewan Information and Privacy Commissioner (IPC).

**Policy**

A copy of any document or other information placed on any employee's personnel file which might, at any time, be used for disciplinary action shall be supplied to the employee.

Disciplinary documents shall be removed from an employee's personnel file after two years from the date issued unless there are disciplinary documents of equal or greater severity placed on an employee's file within the two year period. The employee shall be informed in writing when the documents are removed.

An employee may make a written request to the Commissioner to have disciplinary documents removed from his/her personnel file after one year. The onus will be on the employee to provide adequate reasons to have the document(s) removed. Removal of the disciplinary documents within one year is at the absolute discretion of the Commissioner.

Employees may view their personnel file by requesting an appointment with the Director of Operations and may request a printout of a portion or the entire file.

If an employee feels that there is an inaccuracy, the employee may request correction or may provide a memorandum pointing out the error and request the memorandum be placed on the personnel file.

Discipline records will be retained for five years after settlement of the matter.

**Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

**Influencing Sources**

Legislative Assembly Service Human Resource Policy 13.2

IPC Policy 2.05 Privacy Guidelines