## S4: STAFF INFORMATION

#### POLICY

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| A confidential file will be kept on each employee. |

#### PROCEDURE

Each staff file will include

* their application for the position and copy of the letter of offer
* their signed Contract of Employment,
* copy of all qualifications submitted by the employee
* copy of up-to-date car license and own car registration where relevant
* notes on their performance
* any other relevant information e.g. criminal record checks
* record of training attended
* all leave applications submitted by the employee

The Chief Executive Officer must ensure that confidentiality and security of files is maintained.

Employees are entitled to see their file by arrangement with the Directors for a mutually convenient time.

#### MEASUREMENT

Staff files exist, are kept up-to-date and are kept secure and private.

#### RESPONSIBILITIES

* Chief Executive Officer
* Directors
* Operational staff
* Administrative staff

#### STANDARDS and COMPLIANCE

*Community Care Common Standard 1.1: Corporate Governance*

*Community Care Common Standard 1.2: Regulatory Compliance*

*Community Care Common Standard 1.3: Information Management Systems*

*Community Care Common Standard 1.7: Human Resource Management*

*Disability Service Standard 6: Service Management*

**OTHER RELEVANT POLICIES**

S1 Staff Accountability

S2 Job Descriptions

S3 Staff reporting procedures

S5 Conditions of Employment