

		<b>POLICY</b>
<b>SECTION: HUMAN RESOURCES</b>		<b>NO: HR-PAY-01</b>  <b>Date: October 8, 2020</b>  <b>Next Review Date:</b> <b>October 2022</b>
<b>REFERENCE: PAYROLL</b>		

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## **TITLE: PAYROLL RECORDS**

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### **1.0 OBJECTIVES**

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- 1.1 The purpose of this policy is to maintain current employee data for business related purposes, or where authorized or required by law.
- 1.2 This policy applies to everyone employed by the City of Dryden.
- 1.3 For each person employed by the City of Dryden, pertinent payroll information will be collected and retained in the Human Resources Department.

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### **2.0 PROCEDURE**

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- 2.1 The City of Dryden recognizes its responsibility for safe guarding such data. It will be kept in a locked file. No one will indiscriminately reveal information to anyone without permission of the individual.
- 2.2 Upon hiring, the Human Resources Department will gather related information on each employee. Such information shall be contained on the Confidential Employee History Folder and include name, address, telephone number, gender, marital status, birth date, income tax information (TD1), social insurance number, employee number, employment date(s), benefit application information, enrollment and beneficiaries.

**This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.**

- 2.3 The Human Resources Department will be responsible for entering and maintaining such data in the Payroll/Human Resources Information System.
- 2.4 Access to Payroll files will be granted to the individual upon request.
- 2.5 All references, confirmations of employment and earnings and other inquiries will be handled, confidentially in the Human Resources Department and will consist of verification of necessary details only.
- 2.6 It will be the responsibility of the individual employee to promptly inform the Human Resources Department of any changes in Article 1.2 and the City of Dryden will not be held responsible for failure to contact anyone whose changes have not been submitted. Changes are to be recorded on the appropriate forms from the Human Resources Department – employment data changes, benefits, insurance, beneficiary, etc.

History			
<b>Approval Date:</b>	February 20, 2006	<b>Approved by:</b>	Resolution
<b>Amendment Date:</b>	March 20, 2017	<b>Approved by:</b>	CAO
<b>Amendment Date:</b>	October 8, 2020	<b>Approved by:</b>	CAO
<b>Amendment Date:</b>		<b>Approved by:</b>	
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