



## Document Control

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## **1.0 POLICY:**

HR Personnel records containing employment related personal information are maintained for all Sunbeam House Services employees and are held centrally in the HR Department. When the office is unattended the office door is locked.

Sunbeam House Services recognizes the expectations of employees that information about them stored in the companies HR personnel files is accurate, relevant and safe from improper disclosure. State laws require that certain information be gathered and maintained in personnel files. Sound personnel decisions require that the company collect and retain information concerning employment history and performance. Sunbeam House Services is a public funded institution and therefore personnel records are available to HIQA/ NERA upon request.

## **2.0 SCOPE**

This policy applies to all employees of Sunbeam House Services.

## **3.0 POLICY**

The Company maintains three employee files for each employee.

1. HR personnel files are maintained for each employee of Sunbeam House Services. These personnel files contain confidential documents and are managed and maintained by Human Resources staff.

Typical documents in a personnel file include the employment application/CV, a family emergency contact/next of kin form, documented employment history, contract of employment and at-will employer approved leave application sheets, absenteeism records, current personal information, and job references, Garda Vetting form. Not all HR personnel files contain the same documents but each personnel file has some documents that are the same.

2. Payroll files contain a history of the employee's jobs, departments, rates/scales of pay, pension information ( if applicable) compensation changes, and so on.
3. An employee medical file, the contents of the medical file are only available Human Resources staff and the. Medical files receive the highest degree of safe storage and confidentiality.

All personnel records are available to the Director or his nominee and the Chairman of the Board of Directors or his nominee.

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#### **4.0 PERSONNEL FILE MAINTENANCE**

- An employee's personnel file contains necessary job-related and personal information and is maintained by the HR department. Each employee should have only one personnel file.
- When an employee transfers internally from one location to another, the personnel file will be updated accordingly.

#### **5.0 UPDATING PERSONNEL RECORDS**

Each employee must furnish the HR & Payroll department with such information it requires for its records system.

**It is the employees responsibility to notify the relevant applicable departments of the following:-**

Change of address, Change of personal information/contact details, additional qualifications gained during the course of employment and any other relevant details.

It is the responsibility of the Client Services Manager or administrators in locations/departments to notify the Human Resources Department of changes in job roles, responsibilities and duties, work schedule/ hours, or other position-related information.

Employees are responsible for maintaining current personal address and work contact information through completing the change of personal details form accessible in the forms folder.

A member of the HR Department can update information on receipt of the employee's change of personal details forms on the HR/TMS system. Employees are also responsible for submitting changes in legal name or social security number to the HR and Payroll Departments. Updates to any of these types of information will be fed electronically to various entities as appropriate, including: Human Resources, Payroll & Benefits Department, the People Directory, Information Services and Technology, the Accounts Department, and medical and pension benefits carriers.

#### **5.0 RELEASE OF EMPLOYEE INFORMATION**

Only the following information concerning active or terminated employees is released by the Human Resources Department upon receipt of a written or email request:

- Dates of employment at SHS
- Job classification or Title of Position
- Location/department in which the individual is or was employed
- Internal telephone extension on active employees, if requested
- Office address (in most cases) for active employees
- Electronic mail address, for active employees

Written requests for additional information related to salary information/confirmations, employment references, mortgage applications, etc. will be provided by the company only when the request is made in writing by the company who is making the request on headed paper. Requests for employment information by any state departments and other states in

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connection with any social welfare queries or applications will be provided, as required by law.

Employees will normally be notified when the company is required to provide personnel information by a subpoena, warrant, or other court order.

## **6.1 ACCESS TO HR PERSONNEL FILES BY CLIENT SERVICES MANAGERS AND SENIOR SERVICES MANAGERS**

Client Services Managers and Senior Services Managers do not have access to HR personnel files maintained by Human Resources Department. However, information on work record or employment history will be provided to reporting Managers or Administrative Officers by the Human Resources Department assisting the department on a need-to-know basis.

## **6.2 ACCESS TO HR PERSONNEL FILES BY EMPLOYEES**

Upon written request to the Managing Director, an employee may make an appointment to view his/her HR personnel file during office hours with the Human Resources Department. An employee may not request that material be removed from the HR personnel file unless mutually agreed to by the parties concerned. If the employee feels that a situation has been unfairly represented, he/she may submit a clarifying memorandum to the Human Resources Manager and request that it become a permanent part of the employees file.

A written request also is required from former employees when requesting access to their personnel files.

## **7.0 RETENTION OF HR RECORDS**

The retention schedule below outlines the records Sunbeam House Services are required to retain under a number of areas of employment legislation and also to ensure compliance with NERA/HIQA inspections.

<b>Act</b>	<b>Record description</b>	<b>Retention period</b>
<b>Terms of Employment (Information) Acts 1994 to 2012</b>	Terms of employment for each employee, copy of date of commencement, date of termination and details of job classification	Retain a copy of the statement of terms and conditions of employment throughout the employee's employment and for one year thereafter.
<b>Payment of Wages Act 1991</b>	Copies of payslips and payroll details/ deductions and overpayments for each employee.	For examination in the event of an audit from Revenue, must retain all records, calculations, and documentation relating to the valuation of benefits provided to employees. The

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		records must be kept for six years unless Revenue advises otherwise
<b>National Minimum Wage Act 2000</b>	a written statement detailing in relation to the pay reference period: details of reckonable pay components; working hours of the employee; the average hourly pay actually paid; the minimum hourly rate of pay that the employee is entitled to.	Retain by the employer for at least three years from the date of their making.
<b>Organisation of Working Time Act 1997</b>	Hours of work for each employee, details of start and finish times, rest breaks, annual leave and public holiday entitlements.	The employer must retain records for a period of at least three years
<b>Protection of Young Persons (Employment) Act 1996</b>	Information in relation to the employment of young persons	Retain for three years at the place of employment
<b>Employment Permits Acts 2003 to 2012</b>	Non-EEA nationals may not work in the State without an employment permit having been granted by the Minister	Retain for a period of five years or for the duration of employment.
<b>Carer's Leave Act 2001</b>	An employee wishing to take leave must apply to the Minister for Social Protection for a decision by a deciding officer under the Social Welfare (Consolidation) Act 1995	The records must be retained for eight years. Notices or copies of notices required by the Act shall be retained for a period of three years.
<b>Parental Leave Acts 1998 and 2006</b>	An employer must keep a record of parental leave and force majeure leave taken by employees, specifying the period of employment of each employee and the dates and the times of the leave taken.	These records must be kept for eight years. The employee and employer must retain copies of all notices (or copies of notices) required under the Acts for one year.
<b>Maternity Protection Acts 1994 and 2004</b>	The Act covers all pregnant employees, those who have given birth for up to 14 weeks after the birth and those breastfeeding for up to 26 weeks after the birth. This includes all employees under a contract of employment, or apprenticeship, employees on probation. Maternity leave is	These records must be kept for eight years. The employee and employer must retain copies of all notices (or copies of notices) required under the Acts for one year.

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	currently 26 weeks and additional maternity leave 16 weeks.	
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