



## Town of Rimbey Policy Manual

Title:	Personnel Records	Policy No:	168
Date Approved:	October 24, 2016	Resolution No:	419/16
Date Effective:	October 24, 2016		
Purpose:			
<b>Policy Statement:</b>  Personnel Records of all Town Employees, shall be maintained by the Administration. Access to these files, shall be restricted to the Chief Administrative Officer, Director of Finance and the Payroll Clerk.  The following items of reference shall be maintained in these records:  <ol style="list-style-type: none"><li>1. Payroll Records</li><li>2. Job Evaluations</li><li>3. Recommendation / Commendations</li></ol>			
Initial Policy Date:	September 25, 1986	Resolution No:	475/86
Revision Date:	August 11, 2005	Resolution No.	291/05
Revision Date:	October 24, 2016	Resolution No.	419/16
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