



Taber Police Service Human Resource Filing

Procedure No.: CS-HR-9	Council Resolution No.: N/A
Department: Administrative	Authority: CAO
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Supersedes: N/A	
Related Policy No.: N/A	
Related Policy Name: N/A	

Purpose

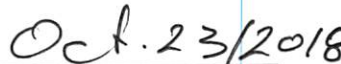
To establish a procedure for the handling of personnel documentation for all employees within the Taber Police Services. To consolidate all Town of Taber employee files in one central location.

Operating Guidelines

- 1) In addition to payroll, benefit and health & safety documentation for employees within the Taber Police Services the following documentation should be stored and filed with the office of the Human Resource Manager at the Town of Taber administration building.
 - a. Employee Performance Reviews
 - b. Employee Medical Information
 - c. Employee Discipline documentation (excluding sworn members of the police force)
- 2) The above information will be stored in the locked office of the Human Resource Manager.
- 3) This information will be shared with the Taber Police Service upon request.



 CHIEF ADMINISTRATIVE OFFICER



 DATE

