



Employee Records Tip Sheet

This Tip Sheet highlights important factors to consider with regard to employment-related documents. Please keep in mind:

1. All information is subject to change and level of employment. Human resources law and practice is highly dynamic and diverse. Changes in legal requirements occur frequently at the federal, provincial, and local levels. Human resources experts recommend that a legal review of an organization's HR practices be done annually.
2. Each province has unique rules regarding the retention of employment records. By law, only payroll records must be kept. Please refer to the *Employment Standards Act* in your province to determine the appropriate timelines.
3. Provincial governments and most unionized organisations will have policies and procedures governing the use and retention of other employment records. There are no federal laws governing this, so the agency undergoing accreditation will be required to determine if there are any policies pertaining to record retention in the collective agreement or government HR manuals.

The *Employment Standards Act* in each province and territory requires an employer to keep the following records for each employee:

- The employee's name, date of birth, occupation, telephone number and residential address.
- The date the employment began.
- The employee's wage rate, whether paid hourly, by salary or on some other basis.
- The hours worked on each day, regardless of the basis by which the employee is paid.
- The benefits paid to the employee.
- The employee's gross and net wages for each pay period.
- The amount of and reason for each deduction from the employee's wages.
- The dates of the statutory holidays taken by the employee and the amounts paid.
- The dates of the annual vacation taken, the amounts paid, and the days and amounts owing.
- The dates taken and amounts paid from the employee's time bank, and the balance remaining.

Please be sure to check with your specific provincial *Employment Standards Act* for information regarding retention timelines.

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