



BRT Group - Human Resources Policy Manual

Policy Title:	Human Resources Files	Policy Number:	2.4
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

2.4.1 Personnel Files

All BRT Group employees will have a central HR file maintained by the Controller.

Each file must contain the following:

Upon hiring:

- Original job application form
- Any letters of recommendation
- Resume if available
- Copy of job role and description
- Government income tax forms (TD Forms)
- Two names and phone numbers in case of emergency
- Signed new employee form

During employment:

- Copy of job evaluations
- Wage change approval
- RRSP agreement
- Written reprimands

In the event of termination:

- Record of employment (ROE) when terminated.