

MCMC - ACCESS TO PERSONNEL FILES PROCEDURE

AIM: To provide personnel information to the management of MCMC relating to payroll, entitlements, staff reviews, disciplinary files files.

To ensure that personnel details are stored and accessed in a manner which guarantees confidentiality and sensitivity to all staff members.

Access to files which relate to staff reviews and disciplinary issues is restricted to the Manager and the Conservation Program Manager only.

Access to payroll details, entitlements and workcover files is restricted to the Jobskills Coordinators, the Finance Officer and a designated Re-veg Team Member.

Requests by individual staff members to access their files should be directed to the Manager or Conservation Program Manager.