

FYI

Information Management Employment Cycle

Overview

The employment cycle refers to the stages through which an employee transitions through their career/work life with the Government of Newfoundland and Labrador. Specifically, for those who are departing on a permanent basis due to attrition, termination, or for an extended leave of absence.

Information created and maintained by employees to support their organization's mandate, programs and services are the legal property of the department or public body.

During employment, individuals acquire specialized knowledge about an organization, including access to personal, sensitive client and/or commercial information. Knowledge is essential to any position, and the growing power of technology means that many employees may be privy to a great deal of important information. This coupled with trends toward employees working more remotely, makes requirements for managing information even more significant.

Employee Initiated (Permanently Departing Position)

When an employee is leaving a department or public body, (i.e., work for another department, retiring, working for private industry) or making significant change in a position within the same department or public body, or finishing a contract position, they are responsible for ensuring that any records created /collected in the course of their work are managed properly. Consideration must be given to both paper and electronic records on network drives, email systems, and office filing cabinets.

Departing employees should meet with their immediate supervisor to review their Information Management (IM) responsibilities to ensure the continuation of the program and services supported by them following their departure.

Leave of Absence (Temporarily Departing Position)

An individual may be granted leave from their position for an extended period with the expectation that they will return to that same or similar position in the future.

When an individual's access to the government network requires suspension due to leave of absence (i.e., sick leave, maternity leave, etc.) the Office of the Chief Information Officer (OCIO) still requires notification. A request should be submitted to the OCIO Service Desk notifying them of the date the employee will begin their leave of absence.

Employer Initiated

Termination by an employer occurs for many reasons. When an employee leaves a department or other public body, no matter the reason, it is critical that the employee's records are retained in accordance with the Management of Information Act (MOIA).

Termination of employment typically happens immediately, therefore a process should already be established to protect important information. Your department or public body's Human Resource representative will be critical in assisting in this termination process.

Resources

The *Guideline – Information Management Employment Cycle* provides employees with advice on how to manage information when there are changes in employment.

IM@Work is an on-line learning course and a great introduction to IM for Government of Newfoundland and Labrador employees.

The *Information Management and Protection Policy, TBM 2009-335*, establishes the overall framework for Information Management and Protection within the Government of Newfoundland and Labrador.

Contact

For further information, discuss with your manager or your organization's IM staff. General inquiries for OCIO IM support can be directed to **IM@gov.nl.ca**.

Supporting Materials

Guideline – Information Management Employment Cycle

<https://www.gov.nl.ca/exec/ocio/files/guideline-employment-cycle.pdf>

Management of Information Act

<http://www.assembly.nl.ca/Legislation/sr/statutes/m01-01.htm>

Access to Information and Protection of Privacy Act, 2015

<http://www.assembly.nl.ca/Legislation/sr/statutes/a01-2.htm>

Information Management and Protection Policy

<https://www.gov.nl.ca/exec/ocio/im/policy-instruments/im-ip-policy/>

Directive – Acceptable Use of the Government Network and/or IT Assets

<https://www.gov.nl.ca/exec/ocio/im/employees/asset-use>

Directive – Transitory Records

<https://www.gov.nl.ca/exec/ocio/im/policy-instruments/transitory-records/>

Email Management (Directive, Guideline and other supports)

<https://www.gov.nl.ca/exec/ocio/im/policy-instruments/email-management/>

OCIO Website

<https://www.gov.nl.ca/exec/ocio/>

Version History

Date (yyyy mm dd)	Reference
2012-01-31	1.0
2023-06-02	2.0