

Directory of Records Changes

Effective March 31 2016

Human Resources

SERIES		CHANGE	COMMENT
HR010-30	Academic Search case files	Update language and retention rule	<ul style="list-style-type: none"> Federal regulation requires a 6 year retention of hiring information where a foreign national is hired. Includes hiring of faculty members and librarians.
HR035-20	Performance files: Regular Faculty and Librarians	Re-number to HR 030-20 Rename from Appointment, Re-appointment, Promotion and Tenure files	<ul style="list-style-type: none"> Makes more clear the relationship to Collective Agreement wording Include Librarians with Faculty members; same retention and disposition applies Disposition remains "transfer to Archives"
HR035-30	Appointment Reappointment Promotion and Tenure - Continuing/Regular Librarians files	Delete this classification	Combine this separate classification for Librarians with HR035-20. DOR was developed before Librarians were included in the Faculty Association.
HR035-40	Appointment, Re-appointment, Promotion and Tenure files - Term Faculty	Delete this classification	Performance files are not required for Term faculty members.
HR140-20	Employees - Employment Processing case files	Re-number to HR010-50 Rename to Staffing – Competitions Update language and disposition	<ul style="list-style-type: none"> Federal regulation requires a 6 year retention of hiring information where a foreign national is hired. Disposition changed to secure destruction for all files.
HR240-02	Job Classification Standards	Re-number to HR110-02 Update language and retention rule	<ul style="list-style-type: none"> Retention rule changed from 50 years, to as required for administration and precedent Disposition changed to secure destruction
HR240-10	Job Evaluation Log	Delete this classification	A former paper record now maintained electronically as Apex database now listed in HR110-20.
HR240-20	Job Description files	Re-number to HR110-20 Update language Update retention rule	<ul style="list-style-type: none"> Retention rule changed from 50 years, to as required for administration and precedent Sample is transferred to Archives
HR255-02	Labour Relations (non-union) - Employee Group agreements	Re-number to HR120-02 Rename to Employee Group Agreements	<ul style="list-style-type: none"> Amalgamates previously separate classifications for Union and Non-Union agreements into one. Original signed agreements to be transferred to Archives

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HR255-20	Labour Relations (non-union) - Employee Group records	Re-number to HR120-20 Rename to Employee Group Interpretation	<ul style="list-style-type: none"> Repurpose this classification to accommodate records supporting the interpretation of Employee Agreements Retention rule: keep until no longer required for precedence Disposition: secure destruction
HR255-30	Labour Relations (non-union) - Complaints case files	Re-number to HR120-30 Rename to Employment Issues	<ul style="list-style-type: none"> Repurpose this classification to accommodate employment issues, being the initial state of investigation or response to a labour issue raised by an individual employee. Retention rule: 5 years after complaint; some records may be 1 year upon mutual agreement Disposition: secure destruction
HR255-35	Labour Relations (non-union) - Arbitration and Appeal case files	Split into two classifications: Rename and re-number this as Arbitration Update language HR120-35 Arbitration	<ul style="list-style-type: none"> Arbitration and Appeals are two different functions so split into two classifications; Each of these can accommodate former non-union with union cases.
HR120-40	Appeals	New HR120-40 Appeals	<ul style="list-style-type: none"> Arbitration and Appeals are two different functions so create two classifications; Each of these can combine former non-union with union cases
HR260-02	Labour Relations (Union) - Bargaining Unit Labour Agreements	Delete this classification	Now accommodated under HR120-02 Employee Group Agreements
HR260-20	Labour Relations (Union) - Bargaining Unit files	Delete this classification	Now accommodated under HR120-20 Employee Group Interpretation
HR260-30	Labour Relations (Union) - Grievance case files	Re-number to HR120-45 Rename to Grievances	<ul style="list-style-type: none"> General update to language; Replaces 50 year retention with 5 year retention. We presume the 50 year retention was to allow for the retention of precedent setting material; this is now retained under HR120-20 Interpretation.
HR260-35	Labour Relations (Union) - Arbitration and Appeal case files	Delete this classification	Delete in favour of HR120-35 Arbitration and HR120-40 Appeals
HR350-20	Continuing/Regular Employees	Re-number to HR020-20 ; Update to language and retention/disposition procedures	<ul style="list-style-type: none"> General update to description and clarifying transfer of Faculty files to VPAC and Staff files to HR at termination
HR350-30	Temporary/Term Employees	Re-number to HR020-30 ; Update to language and retention/disposition procedures	<ul style="list-style-type: none"> General update to language; Clarifying transfer instructions at termination.

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HR350-40	Banner HR system	Delete this classification	Electronic systems are listed under record function, not classified unto themselves.
HR020-50	Emeritus/a Faculty	New	A new classification to accommodate faculty with emeritus/emerita status
HR405-20	Staff Salary Review Files	Renumber to HR100-20 General update change to disposition	<ul style="list-style-type: none"> • General update to language; • Disposition changed to secure destruction
HR405-30	Faculty Salary Anomaly files	Delete this classification	Salary anomaly records are included in HR030-20 Performance files