

HR: HUMAN RESOURCES

Records related to personnel administration activities of employees such as, hiring, training, development, and performance evaluations.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
HR000	Policy & Procedures Records related to the current policies and procedures pertaining to the governance of GBC.	Any / All	S		S	For Policy Development see GO019.	
HR001	Human Resources - General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Departments	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; GBC Policies; AODA
HR002	Employee Programs Records and information related to the various programs available to management, faculty, and staff. Includes: Educational assistance, etc.	Human Resources	T + 1	6	7	T = Termination of program	FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Pension Plans Act; Ontario Employment Standards Code; Human Rights Act; Canada Employment Insurance Act; Canada Pension Benefits Standards Act; Canada Pension Plan Act; AODA; GBC Policies

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HR003	Staff Discipline Records related to staff disciplinary matters. Includes: Extended probationary personnel, conflict resolution, etc. Notes: Original records relating to staff discipline are maintained by HRES. Some related documents may also be maintained by Executive Offices.	Human Resources	T + C	49	50	T = Resolution of issue C = Term of employment Original discipline records are added to the HRES employee file; executive offices may keep copies of these records in their employee working files.	FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Pension Plans Act; Ontario Employment Standards Code; Human Rights Act; Canada Employment Insurance Act; Canada Pension Benefits Standards Act; Canada Pension Plan Act; AODA; GBC Policies
		Executive Offices	T + C	0	T + C		
HR004	Work Hours Records related to hours of work for faculty and staff.	Various Departments	C + 1	6	7		FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Pension Plans Act; Ontario Employment Standards Code; Human Rights Act; Canada Employment Insurance Act; Canada Pension Benefits Standards Act; Canada Pension Plan Act; GBC Policies

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<p>HR005</p>	<p>Honours & Awards</p> <p>Records related to the recognition of GBC faculty and staff.</p> <p>Includes: Long service, distinguished service, nominations, etc.</p> <p>Notes: Original records will be placed in the official HRES employee file. Some files related to honours & awards will be maintained by Executive Offices.</p>	<p>Human Resources</p> <p>Executive Offices</p>	<p>T + 1</p>	<p>49</p>	<p>50</p>	<p>T = Award of recognition</p>	<p>FIPPA; Ontario Limitations Act; Ontario Employment Standards Code; GBC Policies</p>
<p>HR006</p>	<p>Employee Grievances</p> <p>Records related to complaints and grievances by or against employees, on a case by case basis.</p> <p>Includes: Complaints, investigation reports, case files, etc.</p> <p>Notes: Original records will be placed in the official HRES employee file. Some files related to grievances will be maintained by Executive Offices.</p>	<p>Human Resources</p> <p>Executive Offices</p>	<p>T + 1</p>	<p>49</p>	<p>50</p>	<p>T = Settlement of grievance</p>	<p>FIPPA; Ontario Arbitration Act; Ontario Human Rights Act; Ontario Limitations Act; Ontario Employment Standards Code; GBC Policies</p>

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HR007	Job Competitions Records related to the interview process for hiring and the appointment of staff. Includes: Resumes, reference checks, interview questions, comments of interview panel, etc.	Human Resources	T + 1	3	4	T = Completion of recruitment Successful applicant information to be reclassified as HR014	FIPPA; Ontario Human Rights Act; Ontario Limitations Act; AODA; GBC Policies
HR008	Terminations Records related to the termination of employees through resignations, contractual terminations, layoffs, etc.	Human Resources	T + 1	49	50	T = Termination of employment	FIPPA; Ontario Arbitration Act; Ontario Human Rights Act; Ontario Limitations Act; Ontario Employment Standards Code; GBC Policies
HR009	Employee Records Records related to the management of employees. Includes: Performance appraisals, requests/approvals for leave, resumes, letters of offer, etc. Notes: Official employee records are maintained by HRES; unofficial working files may be kept by Various Departments.	Human Resources	T + 1	49	50	T = Termination of employment	FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Pension Plans Act; Ontario Employment Standards Code; Human Rights Act; Canada Employment Insurance Act; Canada Pension Benefits Standards Act; Canada Pension Plan Act; GBC Policies

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HR010	Orientations Records related to the introductory orientation of employees to GBC.	Human Resources	C + 1	0	2		FIPPA; Ontario Limitations Act; AODA; GBC Policies
HR011	Instructional Workload Records related to the workload of full-time and part-time faculty. Includes: Teaching load reports, annual reports, authorizations, etc.	Executive Offices	T + 3	0	4		FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Standards Code; Human Rights Act; GBC Policies
HR012	Professional Development Records related to professional development training programs available to employees. Includes: Training brochures, manuals, reimbursement records, etc.	Human Resources Executive Offices	C + 3	0	4		Limitations Act; FIPPA; AODA; GBC Policies

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HR013	Conferences, Seminars, Workshops Records related to conferences, seminars and workshops attended by employees. Includes: Brochures, conference materials, membership lists, etc.	Human Resources Executive Offices	C + 3	0	4		Limitations Act; FIPPA; AODA; GBC Policies
HR014	Salary Administration Records related to the administration of employee salary issues. Includes: Salary negotiation and salary ranges.	Human Resources Executive Offices	C + 3	0	4		Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; GBC Policies
HR015	Compensation Records related to compensation packages for employees.	Human Resources	C + 3	0	4		Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
HR016	Rates of Pay Records related to the pay rates for employees. Includes: Incumbency pay.	Human Resources Executive Offices	C + 3	0	4		Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; GBC Policies

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HR017	Salary Surveys & Studies Records related to surveys and studies done on salaries and benefits for employees.	Human Resources	T + 3	0	4	T = Completion of survey	Limitations Act; GBC Policies
HR018	Pay Supplements Records related to the development of supplemental payroll payment programs. Includes: Honouraria, incentive pay, overtime, etc.	Human Resources	S + 3	4	7		Ontario Limitations Act; Canada Income Tax Act
HR019	Payroll Records related to the administration of payroll, pension, and benefits for all GBC employees. Includes: Payroll source documents, hire documents, termination documents, banking forms, payroll cheque acquisitions, contracts, etc.	Financial Services	T + 1	6	7	T = Termination of employment	Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies

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HR020	Payroll Deductions & Remittances Records related to authorization and justification for payroll deductions and payments. Includes: Direct transfer payroll deposits, etc.	Financial Services	C + 1	6	7		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
HR021	Pension Plan Records related to administering pension plans. Includes: Premium statements and reports, retirement plan remunerations, etc.	Human Resources	T + 1	49	50	T = Termination of employment	FIPPA; Limitations Act; Ontario Employment Pension Plans Act(?); Canada Income Tax Act; Canada Pension Plan Act; GBC Policies
HR022	Timesheets Records related to documenting the hours worked by employees.	Human Resources	C + 1	6	7		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
HR023	T4 Slips Records and statements related to remuneration paid to each employee, with information relating to deductions for income tax purposes.	Financial Services	C + 1	6	7		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies

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HR024	Position Descriptions Records related to the position descriptions for all employees.	Human Resources	C + 1	3	4		Limitations Act; FIPPA; AODA; GBC Policies
HR025	Position Classification Records related to the process of classifying and/or reclassifying positions, and classification audits. Includes: Classification standards, challenges, etc.	Human Resources	C + 1	P	P		Limitations Act; FIPPA; AODA; GBC Policies
HR026	Position Establishment & Abolishment Records related to the establishment and abolishment of positions, and personnel statistics. Includes: Requests and approvals, personnel status reports, etc.	Human Resources	C + 1	P	P		Limitations Act; FIPPA; AODA; GBC Policies

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HR027	Performance Evaluations Records related to the administration of the work performance evaluation process of employees. Notes: Official employee records are maintained by HRES; unofficial working files may be kept by Various Departments.	Human Resources	C + 1	49	50		Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; Ontario Human Rights Act; AODA; GBC Policies
		Various Departments	S	0	S		
HR028	Insured Benefits Records related to the insured benefit plans and components thereof offered to employees. Includes: Ontario Health, extended health care, dental care, life insurance, etc.	Human Resources	C + 1	49	50		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies
HR029	Retirement & Death Benefits Records related to retirement plans.	Human Resources	C + 1	49	50		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies

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HR030	Leaves Records related to various types of leave entitlements, and reports on employee absences. Includes: Educational leave, leave of absence, maternity leave, sick leave, etc.	Human Resources	C + 1	49	50		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies
HR031	Professional Releases and Education Records related to release time for employees for professional reasons. Includes: Sabbatical leaves, etc.	Human Resources Executive Offices	C + 1 S	49 0	50 S		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies
HR032	Vacations Records related to the administration of employee vacation leave.	Human Resources Various Departments	C + 1 S	49 0	50 S		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies
HR033	Conflict of Interest Records related to conflict of interest issues.	Human Resources	C + 1	49	50	Records may be retained permanently by GBC Archives; consult Archives.	Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Employment Standards Code; Ontario Human Rights Act; Canada Labour Code; GBC Policies

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