

CRAS: Human Resources



**University
of Manitoba**

Human Resources is the Office of Record for Human Resources records, with the exception of the personnel* files of Academic Staff who fall under the UMFA contract, whose official file resides with their Faculty office.

**Also described as the “Personal” file in the UMFA collective agreement,*

HR-010 (Personnel files)

Series contains records related to the ongoing management of individual faculty and staff and may include consolidated work histories and other information relating to grievances, disciplinary action,* resignations, STEP increases, correspondence, services records, applications, resumes, staff issues, etc. Series may also be referred to as Personal Files or Employment Files.

HR-011 (Non-Academic Staff Employment Satellite Files): Consists of locally held copies of records held by the supervising office, maintained in the home office. No originals should be maintained in the home office file.

Series should not include copies of material that can be accessed by the department in VIP. Health information in paper format that remains within the local office should be filed in a sealed envelope or in a secured sub-file.

Retention: Cessation of Employment + 6 Years: Destroy.

HR-012 (Academic Staff, Official Files): The official file for academic staff is the file held by the Deans’ or the Directors’ Office. It should contain the appropriate documentation required to facilitate employment and evaluate performance as per university procedures and the Collective Agreement with UMFA.

Retention: Cessation of Employment + 6 years: Destroy.

HR-013 (Academic Staff, Satellite Files): Personnel files for academic staff held at the departmental level.

Retention: Upon Cessation of Employment, transfer all original documents to the official file at the Deans’ or Directors’ Office and destroy all copies in accordance with the Transitory Records Procedure.

*All records documenting or resulting from disciplinary actions should be retained as detailed under the appropriate labour agreement or university policy applicable to the staff member(s) involved:

- For details on collective agreements click [here](#)
- For EMAPS click [here](#)

HR-020 (Recruitment, Promotion and Tenure, Academic Staff)

Series contains records related to the recruitment, promotion and tenure of academic staff, including applications, CVs, letters of offer, search summaries, correspondence and copies of professional profile material, letters of reference, research and publications. Records can be divided into the following sub-sets:

HR-021 (CV and Portfolio): Series consists of CV, supporting documents and portfolio from the applicant:

Retention: Return to applicant.

HR-022 (Letters of Reference): Letters of reference obtained on an employment candidate:

Retention: Last Action + 1 Year: Destroy.

HR-023 (Offers and Applications): Letters of Offer, Application forms Sections A to F for promotion applications:

Action: Transfer to Personnel File if accepted: treat as HR-032 offer of employment is if rejected.

HR-024 (General): All Other Records:

Retention: Academic Year + 2 years: Destroy.

HR-030 (Staffing Management, Including hiring)

Series contains records related to the general administration of human resources, including records related to staff complements, job descriptions, VIP forms, salary guidelines, attendance records, human resources procedures, unsuccessful applications, resumes and communications related to staffing, hiring boards, etc. *Series does not contain personnel records.* Records can be divided into the following sub-sets:

HR-031(General Staffing Management): General series, including staff complements, attendance.

Retention: Current Year + 3 Years: Destroy.

HR-032 (Unsuccessful Applications): Includes CV's and cover letters, all evaluations, interview questions, scoring materials and notes taken by members of the hiring board. All original records must be collected by the hiring office's administrative coordinator and retained in the main file upon the conclusion of the process. *Any copies of resumes or interview materials held by members of the hiring board should be destroyed securely in a timely manner.*

Retention: Closure of Posting + 3 years: Destroy.

HR-033 (Procedures and Salary Guidelines): Procedures and salary guidelines obtained from human resources:

Retention: Retain until obsolete: Destroy.

HR-034 (Justifications Reports): Justification reports are generally required when filling unionized position, and may be required for other positions. The justification should summarize the ranking process and decisions made by the hiring board and indicate the reasons the successful candidate was chosen. Reports should be submitted to your Human Resources Consultant upon the selection of a candidate.

Retention: Submit the original record to your Human Resource Consultant for full retention.

HR-040 (Payroll Authorization)

Series consists of records related to department and unit payroll authorization, including the verification of employee employment and appropriate fund charges. The University of Manitoba has a central payroll function that relies on input from individual departments and units in order to determine employee remuneration. The primary signing authority of each Fund/Organization combination is responsible for verifying all employee remuneration amounts charged to that Fund/Organization.

Retention: Fiscal Year + 1 Year: Destroy.