



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>EMPLOYMENT FILES</b>
<b>Effective Date:</b>	January 27, 2009
<b>Revised Date:</b>	
<b>Review Date:</b>	January 27, 2019
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees (See list)

- a) Academic and Support Staff Excluded from Bargaining Units as Members of the Board;
- b) The Executive Staff;
- c) Senior Administrative Academic Staff;
- d) Administrative Academic Staff;
- e) Geographic Full-time Staff;
- f) Research Academic Staff;
- g) Sessional Professional Academic Staff;
- h) Other Academic Staff;
- i) Excluded Management, Administrative and Professional Staff;
- j) Medical Practitioners and Administrators;
- k) Student Support Staff; and
- l) Out of Province Support Staff.

### **Part I Reason for Policy**

To provide guidance regarding the use of and access to employment related information collected, stored and maintained by the University

## **Part II Policy Statement**

The University of Manitoba, as an employer, is required to collect, store and maintain employment related information on employees. This information may be stored within the department, faculty/administrative unit, or at central administrative units that deal with employment related matters. Some of this information is personal to the employee. The University must restrict access to this information to those within the University who require the information for legitimate employment related purposes or where required by law.

2.1 Both the employee and the University are responsible for ensuring the employment related information is accurate. An employee must keep the University advised of changes to any personal employment related information collected by the employer (such as address).

2.2 An employee shall be entitled to access the personal information stored in any of the above mentioned locations, except confidential information in accordance with privacy legislation. An employee may also request that incorrect personal information be corrected.

## **Part III Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

## **Part IV Authority to Approve Procedures**

4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

## **Part V Review**

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 27, 2019.

5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.

5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- a) comply with the revised Policy; or
- b) are in turn rescinded.

## **Part VI Effect on Previous Statements**

6.1 This Policy supersedes:

- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
- b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
- c) Policy: Access to Personal Files (dated March 29, 1984).

## **Part VII Cross References**

Procedures: Employment Files

Policy: FIPPA and PHIA