



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	EMPLOYMENT FILES
Parent Policy:	Employment Files
Effective Date:	January 27, 2009
Revised Date:	
Review Date:	January 27, 2019
Approving Body:	Administration: President
Authority:	Policy: Employment Files
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	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 Procedure(s)

To set out Procedures secondary to the Policy: Employment Files for the provision of guidance on the retention of employment related information in the employment files of the University.

Part II
Procedure(s)

2.1 Definition

2.1.1 An employment file shall be established and maintained for each employee of the University. The employment file shall be housed in the Human Resource Services unit of Human Resources. Additional employment files may also be maintained in the Payroll Office, Staff Benefits Office and in the Office of the appropriate Dean, Director, Department Head or Head of Administrative Unit. These files will contain information related to employment such as the employee's current address, telephone number, pre-employment materials including confidential letters of reference, letters of appointment, performance evaluations, salary and payment histories, pension and benefits documentation, correspondence related to discipline and terms and conditions of employment such as vacations, holidays, sick leave, lay-offs, etc. It is the responsibility of the employee to keep Human Resource Services advised of his/her current address and telephone number.

2.1.2 Confidential information may include letters of reference and evaluations provided by third parties. Confidential information shall not be released to the employee.

2.1.3 Any personal health information regarding an employee shall also be stored separately in a sealed envelop labeled health information. Personal health information about an employee shall not be released to any person without the consent of the employee.

2.1.4 In addition to hard copy files employment related information is also kept in an electronic form in the Human Resource Information System.

2.2 Privacy

2.2.1 The University has an obligation to protect the information in the hard copy or electronic employment files. No information in the hard copy or electronic employment files shall be released to any person within the University except those who require the information for legitimate employment related purposes. No information shall be released to anyone outside the University unless required by law.

2.3 Employee Access to Employment Related Files

2.3.1 Upon written request to the administrative head of the department/faculty/administrative unit storing the files, an employee shall have the right to have an appointment to inspect the hard copy or electronic employment files kept on the employee except confidential information. Such an inspection shall be in the presence of a representative from the department/faculty/administrative unit.

2.3.2 An employee may add any employment related documents to his/her hard copy employment file. An employee may add his/her written comments on the accuracy or the meaning of any of the contents of his/her hard copy employment file, except confidential material.

2.3.3 Upon written request to the administrative head of the department/faculty/administrative unit storing the file, a staff member shall at his/her expense be provided with copies of specific information in the hard copy employment files.

Part III Accountability

- 3.1 The University Secretary is responsible for initiating a formal review of these Procedures.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration, and interpretation of this Procedure.

Part IV Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is January 27, 2019.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
 - a) the Approving Body deems necessary (or the President deems necessary where the approving Body is the Administration; or
 - b) the relevant Policy is revised or rescinded.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes:

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

Part VI
Cross References

Policy: Employment Files