



<b>Policy Number:</b>	<b>CS-1300-2013</b>
<b>Policy Title:</b>	<b>Record Retention – Human Resources Policy</b>
<b>Policy Owner:</b>	<b>Chief Human Resources Officer</b>
<b>Effective Date:</b>	<b>April 3, 2013</b>
<b>Last Revised:</b>	<b>August 15, 2017</b>

## **1. Purpose**

The purpose of this policy is to set rules regarding the retention and destruction of printed and electronic materials within the Human Resources department.

## **2. Application and Scope**

This policy applies to records created and managed by the Human Resources department during the normal course of operations.

## **3. Definitions**

**“Cancelled contract”** refers to a contract that was never signed because the candidate never started/accepted the position.

**“Inactive status”** refers to employees whose employment with the college has ended due to voluntary separation, involuntary separation or death.

## **4. Principles**

This policy is based on the need to maintain accurate and relevant information within the Human Resources department.

## **5. Accountability and Compliance**

### **5.1 Accountability Framework**

This policy has been approved by the Senior Leadership Team.

### **5.2 Compliance**

The Chief Human Resources Officer is authorized to ensure that the information within this policy is applied and that all actions comply with the Ontario Ministry of Labour Employment Standards Act, the Freedom of Information and Protection of Privacy Act, as well as any additional applicable provincial and federal regulations.

## **6. Files**

### **6.1 Personnel Files**

Upon moving to inactive status, an employee’s personnel file will be retained for a period of 10 years.

Part-time employee personnel files will be moved to inactive status after a period

of inactivity lasting 2 years, and retained for a period of 10 years.

Files created for part-time employees whose contracts are cancelled will not be retained and will be destroyed and discarded.

Employees who are deceased will have their files retained for a period of 10 years.

### **6.2 Grievances Files/Arbitration Files**

Grievance files will be retained for a period of 10 years from the date the file was closed.

### **6.3 Human Rights Complaints**

Human Rights Complaints will be retained confidential in secure cabinets for a period of 10 years from the date the complaint was resolved. They will remain separate from personnel records.

### **6.4 Medical Files**

All medical files for personnel will be retained for a period of 10 years after an employee moves to inactive status.

### **6.5 Benefit Information**

Upon termination of benefits, an employee's group insurance information will be retained for a period of 10 years.

Where an employee retires and elects retiree benefit coverage all group insurance information for the employee will be kept in their retirement/benefit file. Once coverage under the retiree's plan ceases, (death or decline of coverage) their files will be retained for a period of 10 years.

### **6.6 Health & Safety**

Accident files will be retained for a period of 10 years.

WSIB claim information will be retained indefinitely.

### **6.7 Candidate Information**

Application materials of candidates selected for an interview and those candidates not selected for an interview will be retained on the Human Resources Systems until a determination is made to destroy as per the management of electronic files.

All paper based information related to a candidate who was interviewed but not selected for a position with the College (resume, interview notes, reference checks, etc.) will be retained for a period of 1 year before being destroyed.

### **6.8 Electronic Files**

Electronic Files will be reviewed at the start of each fiscal year by the members of the Human Resources department to determine if the files are to remain active, be archived or deleted.

## **7. Policy Revision Date**

### **7.1 Revision Date**

August 2020

### **7.2 Responsibility**

The Chief Human Resources Officer will review this policy every three years or earlier when required.

## **8. Specific Links**

Ontario Employment Standards Act

Colleges Collective Bargaining Act

Freedom of Information and Protection of Privacy Act

Workplace Safety and Insurance Act