

SECTION 7: PERSONNEL

Primary Numbers: 2500 – 2999



Section 7 covers subjects relating to the employees and personnel functions of the organization. These subjects include attendance, establishment, leave, holidays, promotions, training, labour relations and negotiations, etc. For subjects relating to administration of salaries, wages and benefits see Section 5 - Finance.



PRIMARY NUMBERS AND PRIMARY SUBJECTS

2510	Personnel – General	
2520	Accidents and Injuries	
2530	Attendance Records	
2550	Benefits – General	
2560	Classifications - General	
2590	Employees	- General
2600		- Current
2620		- Terminated
2630	Employment Programs	
2640	Health and Safety	
2650	Hours of Work and Overtime	
2660	Labour Relations	
2720	Leave Management	
2730	Performance Planning and Review	
2735	Personnel Planning	
2750	Retirements and Pre-retirements	
2760	Separations and Layoffs	
2770	Staffing	- General
2780		- Applications
2790		- Compensations
2800	Training Development	- General
2810		- Courses
2810	Volunteers	

2510 PERSONNEL – GENERAL

Includes records relating to the general administration of personnel management activities which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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2520 ACCIDENTS AND INJURIES?

Includes records relating to employee accidents and personal injuries as a direct result of work duties and to claims with the Workers' Compensation Board (WCB). Includes records relating to first aid, investigations confirming hazardous substance symptoms, asbestos-containing materials, corrective actions to control fibre release, cytotoxic drugs (where used), hearing tests and radiations surveys (where required to be conducted).

-01	General	CY + 1	8y	D
-02	WCB claim cost statements	CY + 1	8y	D
-03	WCB inspection reports – outside	CY + 1	8y	D
-04	WCB inspection reports – inside	CY + 1	8y	D
-05	WCB hearing tests (*SO = when employment terminates)	SO*	1y	D
-06	WCB re-employment	CY + 1	8y	D
-07	WCB experience rates	CY + 1	8y	D
-08	WCB audits	CY + 1	8y	D
-20	Non-compensable accidents and injuries – first aid records	CY + 1	2y	D
-30	All other WCB claims	CY + 1	8y	D

2530 ATTENDANCE RECORDS

Includes records relating to the administration of attendance: time and attendance reports, various types of leave, etc. Note: the hours worked by an employee on each day, regardless of whether the employee is paid on an hourly or other basis, constitute a part of the employee payroll record, and will be retained as part of the individual payroll record in primary 1920.

-01	General	CY + 1	6y	D
-20	Attendance records, by work group, date	CY + 1	6y	D
		SO*		

(*SO = upon completion of all requirements)

2550 BENEFITS – GENERAL

Includes records relating to the administration of employee benefits, including Canada Pension Plan, group life insurance, extended health and dental, medical, pension, etc. For records relating to the issuance of pay, see primary 1920. See Legal Citation number 20, Appendix 2.

-01	General	CY + 1	6y	D
-20	Benefits, by type (*SO = until benefit ceases and all claims are settled)	SO*	nil	D

2560 CLASSIFICATION – GENERAL

Includes records relating to specifications to provide guidance in evaluating positions and responsibilities, classification of positions and employees, job descriptions, class specifications, etc. Some positions and salaries based on Aboriginal Financial Officers Association of Canada (AFOA).

-01	General	CY + 1	6y	D
-02	Job descriptions (*SO = until replaced)	SO*	nil	P

2590 EMPLOYEES – GENERAL

Includes records of a general nature relating to employees, including the requirements and procedures for criminal records checks. (Note: individual employee criminal records checks are filed within employee records.)

-01	General	CY + 1	6y	D
-02	Criminal record checks (*SO = until updated)	SO*	nil	D

2600 EMPLOYEES – CURRENT

Includes the master record on individual employees: personal data, resume, appraisals and evaluations, training, commendations, discipline, health examinations, etc. For terminated employees, see primary 2620. For pay records, see primary 1920.

-01	General	CY + 1	6y	D
-20	Employee files, alpha by name (PIB) (*SO = until termination; once terminated, file should be moved to primary 2620) (*Personal Information Bank)	SO*	nil	P

2620 EMPLOYEES – TERMINATED

Includes records of individual terminated employees. Terminated includes resignation, retirement, dismissal, layoff, etc.

-01	General	CY + 1	6y	D
-20	Terminated employee files, alpha by name	SO*	nil	P

2630 EMPLOYMENT PROGRAMS

Includes records relating to employment programs including the summer student program.

-01	General	CY + 1	6y	D
-20	Summer programs, by name (*SO = until program is completed)	SO*	nil	P

2640 HEALTH AND SAFETY

Includes records relating to the administration of health and safety programs: first aid, occupational health, smoking in the workplace, accident prevention, and asbestos investigation. Includes Workplace Hazardous Material Information System (WHMIS). For accidents and records of injury, see primary 2520. For protective clothing, see primary 1060. For building safety programs (fire and earthquake), see primary 0710.

-01	General	CY + 1	6y	D
-02	Safety committee meetings	CY + 1	1y	D
-20	Program, by name	CY + 1	2y	SR*

(*SR = WHMIS records are permanent, for other records retain policy information and destroy routine information. Retain testing records according to Occupational Health and Safety requirements for various types of tests.)

2650 HOURS OF WORK AND OVERTIME

Includes records relating to hours of work, flexible hours, time off for special occasions, early closings, overtime etc. For individual attendance records, see primary 2530.

-01	General	CY + 1	6y	D
-02	Overtime	SO*	nil	D
-03	Non-standard hours (*SO = until replaced)	SO*	nil	D

2660 LABOUR RELATIONS

Includes records relating to employee/management relations and services.

-01	General	CY + 1	6y	D
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2720 LEAVE MANAGEMENT

Includes records relating to the administration of leave management, including vacation, sick leave, paid holidays, unpaid leave, compassionate leave, bereavement leave, banked time, annual leave etc. For individual attendance records, see primary 2530.

-01	General	CY + 1	6y	D
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2730 PERFORMANCE PLANNING AND REVIEW

Includes records relating to the administration of performance planning and review programs, work plans, performance appraisals, etc.

-01	General	CY + 1	6y	D
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2735 PERSONNEL PLANNING			

Includes records relating to current and projected staffing requirements, personnel resource requirements, forecasts and estimates, etc.

-01	General	CY + 1	6y	D
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2750 RETIREMENTS AND PRE-RETIREMENTS

Includes records relating to the retirement of employees, and the calculation and recording of pre-retirement benefits. For specific employee files, see primaries 2600 and 2620.

-01	General	CY + 1	6y	D
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2760 SEPARATIONS AND LAYOFFS

Includes records relating to the layoff or separation of employees other than through retirement. For individual employee files, see primary 2600. For retirements, see primary 2750.

-01	General	CY + 1	6y	D
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2770 STAFFING – GENERAL

Includes records which are not found elsewhere in the staffing block which relate to the staffing of positions.

-01	General	CY + 1	6y	D
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2780 STAFFING – APPLICATIONS

Includes records relating to the receipt of applications for employment, unsolicited offers of service, resumes, etc. (Records of successful applicants are transferred to primary 2600.)

-01	General	CY + 1	6y	D
-20	Application, by name	CY*		

(*Note: Retain one year from date of receipt to comply with Privacy Act (ATIP).)

2790 STAFFING – COMPETITIONS

Includes records relating to competitions, short lists of candidates, interview format and questions, results, offer and rejection letters.

-01	General	CY + 1	6y	D
-20	Competitions, by position name and date	CY + 1	1y	D

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2800 TRAINING AND DEVELOPMENT – GENERAL

Includes records relating to the general administration of training and development activities and functions. For specific training programs, see primary 2810.

-01	General	CY + 1	1y	D
-02	Employee orientation (*SO = when updated)	SO*	nil	P
-03	Educational leave	CY	1y	D

2810 TRAINING AND DEVELOPMENT – COURSES

Includes records relating to courses, types of courses, course content and brochures, attendance records and evaluation reports for all forms of staff training. For conferences, seminars and symposia, see primary 0390.

-01	General	CY + 1	2y	D
-20	Courses (individual files)	CY + 1	2y	D
-25	Courses (evaluation files)	SO*	nil	P
-30	Courses (attendance) (*SO = until termination)	SO*	nil	P

2830 VOLUNTEERS

Includes records relating to persons providing volunteer services to the First Nation organization, the services so provided and to the requirements and conditions of the voluntary service. Elected officials (Councilors) and Fire Department volunteers are included in this subject area.

-01	General	CY + 1	6y	D
-02	Accidents, liability insurance	SO*	nil	P
-03	Training and orientation	CY + 1	2y	D
-04	Schedules	CY + 1	1y	D
-20	Current volunteer records, by name) (*SO = until termination, as with employee files)	SO*	nil	P