

3.00 Departmental Human Resources Management

Records related to departmental administration of Human Resources services.

3.00 Departmental Human Resources Management		Function	Description	Retention and Disposition
3.01	Applications for Employment	To maintain a record of unsolicited resumes and applications for employment.	Unsolicited applications for employment and resumes and related correspondence.	Destroy 1 year after creation of record.
3.02	Collective Agreement Records	To maintain a record of signed collective agreements between the City of Winnipeg and its various employee unions and associations.	Correspondence and reports, including guidelines, interpretations, notes and other documents related to the administration of a collective agreement.	Destroy 2 years after obsolete or superseded.
3.03	Compensation and Benefits Records	To record the administration of employee compensation and benefit records.	Records of compensation and benefits paid out and distributed to department employees, including sick and disability leave records, maternity leave records, medical and dental insurance records, vacation, leave of absence records and other related records.	Destroy 6 years after file closure.
3.04	Employee Claims Files	To provide a record of claims for compensation from the City of Winnipeg filed by employees.	Applications forms, correspondence, supporting documentation and other records related to submission, review and approval of employee claims. Includes expense, tuition, professional development and training, Workers Compensation Board and other employee claims.	Destroy 60 years after settlement of claim.
3.05	Employee Development and Training Records	To record the administration of departmental professional development and employee training programs.	Correspondence, planning and project records, course and workshop outlines and curricula, attendance records, evaluations, status reports, and other records related to the development and delivery of employee training and development.	Destroy 5 years after creation of record.

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3.06	Employee Records	To maintain a record of employment for all City of Winnipeg employees including permanent, part-time, seasonal, student and casual employees.	Individual employee files contain correspondence, employment applications, resumes, performance appraisals, benefits information, copies of change forms and other records pertaining to the administration of human resources services and an individual's employment history including notices of severance, termination, retirement and resignation. Includes salary information, records of remuneration, records of compensation and benefits received, medical records, and professional development and training records. May also include criminal investigation reports, conflict of interest records, and other related correspondence and communications.	Destroy 60 years after termination of employment.
3.07	Human Resources Officers' Records	To record the administration of departmental human resources programs and services.	Policies and procedures, correspondence, reports, and other records related to the administration of departmental human resources services.	Destroy 5 years after creation of record.
3.08	Job Competition Files	To record the administration of job competitions.	Job postings, advertisements, screening criteria, job descriptions, applications and resumes, interview notes and rationale for selection as well as correspondence and other documents related to filling a job vacancy.	Destroy 2 years after file closure.
3.09	Job Description Records	To maintain a record of current City of Winnipeg job descriptions and classifications.	City of Winnipeg job descriptions and classifications along with accompanying correspondence and research information.	Destroy 2 years after obsolete or superseded.

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3.10	Labour Relations Files	To maintain a record of labour relations cases.	Correspondence including correspondence and communications with union representatives, formal grievances, discussion papers, interviews and statements, investigation reports, legal opinions, settlement strategies and resolutions, arbitration decisions and other documents related to the processing and resolution of grievances filed by City employees.	Destroy 10 years after file closure.
3.11	Department Safety Records	To record the administration of departmental occupational health and safety programs.	Injury and illness reports, work procedures, workplace inspection records, first aider lists, safety training and certification records, and other occupational health and safety records as specified in Manitoba Safety Regulation 217/2006.	Destroy 5 years after creation of record.
3.12	Volunteer Records	To maintain a record of individuals performing voluntary service for City of Winnipeg departments or offices.	Records related to the interview, training, orientation, assignment, supervision and evaluation of volunteers.	Destroy 2 years after file closure.
3.13	Health and Safety Committee Records	To maintain a record of the deliberations and decisions of local health and safety committees.	Minutes and other records related to the proceedings of local health and safety committees formed according to Manitoba Safety Regulation 217/2006.	Destroy 10 years after file closure.