HUMAN RESOURCES RECORDS

STAFFING: Records involving staff positions management, functions, recruitment, and hiring.

PERSONAL INFORMATION BANKS

POSITION MANAGEMENT
Location: Human Resources, manager’s offices/departments, Academic Staff Association, Educational Development Centre
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, occupation, education and employment information, personal views/opinions, attendance and leave records, performance evaluations
Uses: To keep track of the various management positions, their availability and operations.
Users: Human Resources, manager’s offices/departments
Individuals in Bank:
Retention & Disposal: varied/to be determined

STAFF HIRING
Location: Human Resources, manager’s offices/departments
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, occupation, education and employment information, social insurance number, performance evaluations, benefit options, salary, next-of-kin, CV
Uses: Maintain records on individuals hired to the university.
Users: Human Resources, manager’s offices/departments
Individuals in Bank: Individuals applying for jobs with the university
Retention & Disposal: varied/to be determined

PERSONNEL FILES: Records and files created by university personnel for professional use.

PERSONAL INFORMATION BANKS

ELECTRONIC
Location: Computing and Communications Services, faculty/staff computers
Legal Authority: Carleton University Act, 1957
Information Maintained: name, phone, address, email, employment information, comments and opinions, employee number, correspondence records, information on internal affairs
Uses: Electronic records created by personnel for business related purposes.
Users: staff, faculty
Individuals in Bank: staff, faculty, public
Retention & Disposal: varied/to be determined

PROFESSORS AND LECTURERS
Location: various academic offices and departments
Legal Authority: Carleton University Act, 1957
Information Maintained: name, phone, address, email, student academic information, student numbers, grades/evaluations, student work, lesson plans, course outlines, comments and opinions, electronic and written communications, records of meetings/advice given
Uses: To aid in the evaluative process for students.
Users: professors, lecturers, relevant departmental staff
Individuals in Bank: students
Retention & Disposal: varied/to be determined
**AUXILIARY TEACHING STAFF**

Location: various academic offices and departments  
Legal Authority: Carleton University Act, 1957  
Information Maintained: name, phone, address, email, student academic information, student numbers, grades/evaluations, student work, lesson plans, course outlines, comments and opinions, electronic and written communications, records of meetings/advice given  
Uses: To aid in the evaluative process for students.  
Users: auxiliary teaching staff, relevant departmental staff  
Individuals in Bank: students  
Retention & Disposal: varied/to be determined

**MANAGERIAL, ADMINISTRATIVE, AND SUPPORT**

Location: all offices and departments  
Legal Authority: Carleton University Act, 1957  
Information Maintained: name, phone, address, email, fax, employee numbers, employment information, employee evaluations, administrative documents concerning internal operations, comments and opinions, electronic and written correspondence, records of meetings, attendance/leave records, emergency contact information, office/department project information  
Uses: To maintain records of internal operations, employees, and business correspondence for professional use.  
Users: various managers, administrative and support staff  
Individuals in Bank: staff, faculty  
Retention & Disposal: varied/to be determined

**STUDENT STAFF, INTERNS**

Location: all offices and departments  
Legal Authority: Carleton University Act, 1957  
Information Maintained: name, phone, address, email, student academic information, student numbers, grades/evaluations, student work, lesson plans, course outlines, comments and opinions, electronic and written communications, records of meetings/advice given, employment/placement information, liaison information  
Uses: To maintain operational records pertaining to the duties and requirements of the position.  
Users: student staff, interns, supervisors, managers, senior administrators  
Individuals in Bank: students, staff, public  
Retention & Disposal: varied/to be determined

**WORK CONDITIONS AND BENEFITS**: Records involving employee salary and benefit programs.

**PERSONAL INFORMATION BANKS**

**PAYROLL**

Location: Human Resources  
Legal Authority: Carleton University Act, 1957  
Information Maintained: name, address, phone, email, position, department, social insurance number, employee number, attendance and leave records, salary, payroll transactions  
Uses: To ensure proper payout for hours worked.  
Users: Human Resources  
Individuals in Bank: students, staff, faculty  
Retention & Disposal: varied/to be determined

**BENEFITS MANAGEMENT & GROUP INSURANCE**

Location: Human Resources, Great-West Life  
Legal Authority: Carleton University Act, 1957  
Information Maintained: name, gender, date of birth, marital status, dependants, address, phone, email, position, department, staff category, employee number  
Uses: To ensure that proper benefits and insurance options are extended to eligible employees of the university.  
Users: Human Resources  
Individuals in Bank: staff, faculty  
Retention & Disposal: varied/to be determined
CLAIMS DATA
Location: Human Resources, Great-West Life
Legal Authority: Carleton University Act, 1957
Information Maintained: name, gender, date of birth, marital status, dependants, address, phone, email, position, department, staff category, employee number, dental/orthodontic procedure completed, cost
Uses: To ensure proper payout of claims under the employee dental plan.
Users: Human Resources
Individuals in Bank: staff, faculty
Retention & Disposal: varied/to be determined

LIFE INSURANCE
Location: Human Resources, University Life Insurance Plan
Legal Authority: Carleton University Act, 1957
Information Maintained: name, gender, date of birth, marital status, dependants, address, phone, email, position, department, staff category, employee number, health information
Uses: To maintain a record of life insurance plans extended to eligible employees of the university.
Users: Human Resources, University Life Insurance Plan
Individuals in Bank: staff, faculty
Retention & Disposal: varied/to be determined

ACCIDENT, ILLNESS, DRUG INSURANCE
Location: Human Resources, Great-West Life
Legal Authority: Carleton University Act, 1957
Information Maintained: name, gender, date of birth, marital status, dependants, address, phone, email, position, department, staff category, employee number, health information, record of claims
Uses: To provide accident, illness, and drug insurance to eligible employees.
Users: Human Resources, Great-West Life
Individuals in Bank: staff, faculty
Retention & Disposal: varied/to be determined

RETIRED EMPLOYEES
Location: Human Resources
Legal Authority: Carleton University Act, 1957
Information Maintained: name, gender, date of birth, marital status, dependants, address, phone, email, position, department, staff category, employee number, health information, years of service
Uses: To maintain a record of all retired employees of the university.
Users: Human Resources
Individuals in Bank: retired staff, retired faculty
Retention & Disposal: varied/to be determined

PENSION PLANS
Location: Office of Pension Fund Management
Legal Authority: Carleton University Act, 1957
Information Maintained: name, gender, date of birth, marital status, dependants, address, phone, email, position, department, staff category, employee number, health information
Uses: To maintain and manage the stakeholders covered in the university’s pension plan.
Users: Office of Pension Fund Management
Individuals in Bank: retired employees eligible for pension coverage
Retention & Disposal: varied/to be determined
**Occupational Health & Safety:** Records detailing occupational health, safety, and accidents, as well as employee medical records.

**Personal Information Banks**

**Occupational Accident Records**
- **Location:** various supervisors’ offices, Human Resources
- **Legal Authority:** Carleton University Act, 1957
- **Information Maintained:** name, phone, job title, department, date of incident, location of incident, contributing factors, description of events
- **Uses:** To provide a thorough report of any workplace accidents in order to administer compensation where necessary and to comply with the Workplace Safety and Insurance Board.
- **Users:** Human Resources
- **Individuals in Bank:** injured staff, injured faculty
- **Retention & Disposal:** varied/to be determined

**Employee Medical Records**
- **Location:** Health and Counselling Services
- **Legal Authority:** Carleton University Act, 1957
- **Information Maintained:** name, gender, address, phone, employee number, email emergency contact, health information, OHIP number, record of physical examination, record of counselling, medical history, x-ray and immunization records
- **Uses:** To maintain a record of employee counselling, health, and medical history in order to provide proper care and service.
- **Users:** Health and Counselling Services
- **Individuals in Bank:** staff, faculty
- **Retention & Disposal:** varied/to be determined

**Employee Evaluations, Development, Promotion:** Records covering professional development information, employee evaluations and assistance, and various staff social events.

**Personal Information Banks**

**Personnel Evaluations**
- **Location:** Various supervisors’/manager’s offices, designated Human Resources Advisor
- **Legal Authority:** Carleton University Act, 1957
- **Information Maintained:** name, appointment date, position, department, employee responsibilities, evaluation of performance, areas of improvement, comments and opinions
- **Uses:** To maintain a record of employee performance in order to ensure effective work operations.
- **Users:** Appropriate managers/supervisors, designated Human Resources Advisor
- **Individuals in Bank:** staff, faculty
- **Retention & Disposal:** varied/to be determined

**Employee Assistance Programs**
- **Location:** Health and Counselling Services, Employee Assistance Program
- **Legal Authority:** Carleton University Act, 1957
- **Information Maintained:** name, gender, address, phone, employee number, email, emergency contact, health information, personal family situation, marriage status, sexual orientation, emotional condition, addictions counselling, OHIP number, record of counselling
- **Uses:** To provide a confidential professional counselling and referral services to employees and their families.
- **Users:** Employee Assistance Program
- **Individuals in Bank:** staff, faculty
- **Retention & Disposal:** varied/to be determined
LABOUR RELATIONS: Records pertaining to Union and employee associations, and employment contracts/agreements.

PERSONAL INFORMATION BANKS

EMPLOYMENT CONTRACTS & AGREEMENTS
Location: Human Resources, supervisor’s/manager’s offices, CUPE 2424
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, employee number, email, position, department, employee responsibilities/duties, benefits
Uses: To maintain a record of the expectations, duties, and rights of employees.
Users: Human Resources, supervisor’s/manager’s offices, CUPE 2424

Individuals in Bank: staff, faculty
Retention & Disposal: varied/to be determined