



<b>HR4050: Human Resources – Employee Relations</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> HR4050
<b>Primary Title:</b>  Human Resources - Employee Relations		<b>Office of Primary Responsibility (OPR):</b> UBCV: Human Resources Vancouver UBCO: Human Resources UBC Okanagan
Records relate to relations between the University and its past and present employees.		
Note: This Records Series contains sensitive personal information and records need to be created, maintained, and destroyed in close compliance with FIPPA.		
<b>Vital:</b> Yes		<b>PIB:</b> Yes
<b>Authority:</b> UBC BoG Human Resources Policies Employment Standards Act [RSBC 1996] Pension Benefits Standards Act [SBC 2012] Chapter 30 Freedom of Information and Protection of Privacy Act (FIPPA) [RSBC 1996] Chapter 165		<b>Date Approved:</b> 20190114
<b>Secondary No.</b>	<b>Secondary Title, Scope &amp; Content</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date superseded or obsolete
10	<b>Advising Files</b>  Records relate to general advice given by the department of Human Resources to the rest of the university community on human resource matters that are considered general in nature and do not become part of a formal discipline, grievance or arbitration file.	CY+7Y, D



	<p>General communications and notes such as interpreting the collective agreements and handbooks, day-to-day staff management concerns, job classification and employee relations Records may include correspondence, or records from meetings, emails or phone conversations (minutes, guidelines, formal advice).</p>	
12	<p><b>Bargaining Materials</b></p> <p>Records relate to bargaining employee/university labour agreements – may include drafts, communications, correspondence, minutes, and contracts.</p>	<p>EV+20Y, FR</p> <p>EV=Date superseded or obsolete FR=UA will fully retain Bargaining Materials including all signed original agreements and arbitration awards, as well as official meeting minutes</p>
17	<p><b>Grievance Files</b></p> <p>Records relate to official grievance files brought by labour groups on campus.</p>	<p>CY+50Y, D</p> <p>Noe: Retain all records, in their entirety, for five (5) years, weed duplicate records and ephemera and continue to retain records for a further forty-five years. Total retention period – 51 years</p>
19	<p><b>Harassment Files</b></p> <p>Records related to harassment complaints received from employees and corresponding action taken. [This series documents] an internal complaint that an employee might file that isn't covered by the 13 grounds of discrimination.</p> <p>- See also Human Rights Complaints</p>	<p>EV+50Y, D</p> <p>EV=Date case is resolved</p>
21	<p><b>Human Rights Complaints</b></p> <p>Records related to Human Rights complaints that involve UBC employees Records related to legal action taken concerning employment issues at UBC – likely a duplicate record.</p>	<p>EV+50Y, D</p> <p>EV=Date case is resolved</p>



	Note: Consult Office of the University Counsel before destroying records.	
25	<b>Legal Opinions</b>  Legal opinions related to HR issues issued by Legal Counsel.	Permanent retention within central HR
27	<b>Letters of Agreement</b> (Outside of Collective Agreements)  Informal and formal agreements between the University and its labour groups.	EV+20Y, FR  EV=Date superseded or obsolete
<b>Acronym Key.</b> AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		