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## Directory of Records – General

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### Office - Human Resources

#### Description of the Mandate and Function:

- Responsible for recruitment, classification review, training and development, mediation, conflict resolution, promotion, probation and tenure review.
- Labour Relations: The Labour Relations Coordinator is available to assist staff members with interpretative questions regarding any of the three collective agreements AU staff members fall under.
- Employment Services: Responsible for providing support to personnel recruitment, administering salary and benefits for staff, and the production and reporting of payroll.

#### General Classes or Types of Information:

- General information and records relating to staff relations programs
- Correspondence
- General information and records relating to Professional Development Funds
- Position Descriptions
- Records relating to SPIRIT events
- Records relating to in-house workshops
- AU Staff Handbook
- General information and records relating to service awards
- Common administrative records such as staff leave requests, financial records such as expense claims, university reports, and information relating to programs and services.

#### Employment Services:

- Recruitment
  - Unsolicited Resumes/CV's
  - Promotion/Probation Files
  - Hiring decision recommendations
  - Probationary Review Report
- Payroll
  - Analysis Merit Awards Reports
  - Salary Disclosure Reports
  - Staff Files
  - Canada Savings Bonds
  - Flex and Administration Benefit Files
  - Staff Loans (Home, Computer)
  - American Express Reports
  - T4, T4A, T2200 Forms
  - Records of Employment

- Pension Files
- Union Dues Files
- Contracts/Appointments
- Payroll Database
- Records relating to salaries
- Organizational Charts
- Staff Phone Lists
- Copies of common administrative records such as committee meeting minutes, agendas and attachments and university reports.

#### Labour Relations:

- Collective Agreement Files
- Employee Files
- Grievances/Appeals Files
- General information and records relating to labour relation programs
- General information and records relating to AUPE Collective Bargaining Unit
- General information and records relating to AUFA Collective Bargaining Unit
- General information and records relating to CUPE Collective Bargaining Unit

#### **PIB Titles:**

Human Resources - AU Phone List (AU Web Site)  
Human Resources - Employee Cards  
Human Resources - Labour Relations - Employee Files  
Human Resources - Labour Relations - Grievances/Appeals Files  
Human Resources - Occupational Health and Safety  
Human Resources - Payroll Database  
Human Resources - Promotion/Probation Files  
Human Resources - Staff Computer Loans Files  
Human Resources - Staff Files  
Human Resources - Staff Phone Lists

#### **Copies of Records Located:**

- Staff Files (Letters of appointment, contracts, leave requests, etc.) - Offices and/or Supervisors
- Absence Report - Offices
- Contracts/Appointments - Officers and/or Supervisors
- Staff Phone List - Offices, Staff
- Collective Bargaining Units, Executive Officer and/or Supervisor
- Staff Handbook - Staff members and offices
- Position Descriptions - Staff members, supervisors, staff records, and offices

#### **Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:**

- Human Resources Policies and Procedures Manual
- Collective Agreements/Terms & Conditions
- AU Handbook
- Human Resource Manual

- Service Awards

**Remarks:**