

Personal Information Bank Form

Date: December 14, 2015

Title (Name) of PIB: Personnel Files	File Number: N/A
Location – Primary Office: Office of the Vice President Academic	
Location – Other Offices: Originals in Human Resources and /or Financial Services	
Information Maintained (description): <ul style="list-style-type: none">• Academic Release Time• Academic Leave• Adjunct Professors• Administrative Leave• Announcements• Appointments• Assessments• Benefits• Career Transition• Change List• Classifications• CVs• Emeritus Professors• Furlough Days• Grievances/Appeals• Health and Safety• Job Descriptions• Job Share Pilot• Leave Reports• Market Supplements• Organizational Charts• Out of Province Employees• Probationary Reviews• Professional Development• Promotions• R&S Leave• Reclassifications• Recruitment• Reference Letters• Relocation• Resignations	

- Retirement
- RIG
- RSLTRF
- Salary Review
- Searches
- Secondments
- Staff
- Summer Students
- Terminations
- Vacation
- Workloads

Individuals:

Staff

Legal Authority:

Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*

Purpose:

Remarks: