



Tbaytel Schedule

Tbaytel Human Resources

November 02, 2018

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Schedule Number	Series Title
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TS036	Personnel Files
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To provide a record of telephone personnel.

COPIES: original with Human Resources

MEMO:

This series includes web claims, personnel change notifications, job evaluations, memos, injury reports, employee data forms, performance agreements, interview and hiring forms, job applications, training certificates, requests for acting pay, daily work reports and reimbursement forms. Information collected includes employee name, address, age, phone number, employee number, social insurance number, education information, health information, vacation information, evaluations, rate of pay and grievances. Users: Managers, Supervisors Individuals in Bank: Telephone Employees Official Responsible: Director - Human Resources. These files will become closed when the individual is no longer an employee of TBaytel. Under By-Law 56-2004, the retention period for this series was 2 years in the department, the total retention was 2 years, the condition was superceded/obsolete and the final disposition was destroy. Prior to 2006, this schedule was under Administration TBayTel. In the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months and the total retention was changed from 75 years to 40 years. "Official Responsible" was changed from "Vice President - Human Resources" to "Director - Human Resources" under the 2015 By-law.

Department Retention:	3 Months
Total Retention:	40 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

TS054	Time Sheets
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To record hours worked by employees.

MEMO:

This series consists of time sheets which include the employee name, payroll number, number of hours worked, overtime and remarks. Under By-Law 14-2003, the title for this series was Time Sheets. In 2009 the title for this series was changed back to Time Sheets. On Feb. 2, 2009 all time sheet schedules TS118, TS120, TS259, TS246, TS274 were amalgamated into this schedule, which was also moved from Business and Consumer Markets to theTBayTel HumanResources portfolio. In the 2014 By-Law, the department retention for this series was changed from "1 year after file closed" to "3 months after yearly audit has been completed". Total retention was changed from 2 years to 7 years based on recommendations from the auditor.

Department Retention:	3 Months
Total Retention:	7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

TS341	Payroll Records
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To document employee pay information.

This series includes includes payroll registers (liability), T-4 duplicates, direct deposit reporting regarding payroll debits, credits and cancelled cheques, pay stubs, and other records related to employee pay. Information collected includes employee name, employee number, rate of pay, hours worked, vacation pay, sick pay, leaves of absence, earnings, deductions & T-4 duplicates. Individuals in Bank: TBayTel Employees. Users: Human Resources. Official Responsible: Director - Human Resources. Under the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months. "Official Responsible" was changed from "Vice President - Human Resources" to "Director- Human Resources" under the 2015 By-law.

Department Retention:	3 Months
Total Retention:	7 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

TS349 **Administration Files**

To maintain a record of general issues in the department.

This series includes a range of subjects covering budgets, personnel issues, policies and procedures, organizational manuals, job descriptions, salaries, staff and vacations, long service award recognitions, incentive programs, training records and Supervisor's Report of Employee Injury/Loss. In 2013 the retention was changed from "Destruction subject to review" to "Permanent subject to review". Under the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months.

Department Retention: 3 Months

Total Retention: 7 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review

TS350 **WSIB Files**

To provide a record of any information related to WSIB and WSIB costs/charges.

THESE FILES ARE NOT CLOSED UNTIL THE CLAIM IS RESOLVED AND SHOULD NOT BE FORWARDED TO THE ARCHIVES AND RECORDS CENTRE UNTIL THEY ARE CLOSED.

Information collected includes: the employee name, accident date, claim number, time off, payments made with dates, and the medical aid reference number. Users: Human Resources staff, Department Heads, Managers/Supervisors Individuals in Bank: TBay Tel Employees Official Responsible: Director - Human Resources

This series includes Invoices related to WSIB charges, WSIB totals for individual divisions including the budgeted amount and monthly injury costs and year to date injury costs; and Supervisor's report of Employee Injury/Loss. Under the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months. "Official Responsible" was changed from "Vice President - Human Resources" to "Director - Human Resources" under the 2015 By-law.

Department Retention: 3 Months

Total Retention: 7 Years

Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

TS351 **Arbitration/Legal Issues/Human Rights Files**

To serve as a record of arbitrations and to document the grievance process.

Information collected includes: the employee name, number, date of birth, documented complaints, investigation reports, grievance reports, arbitrator decisions, terms of settlement, and exhibits. Users: Human Resources staff Individuals in Bank: TBay Tel Employees Official Responsible: Director - Human Resources

This series includes: correspondence, memoranda, copies of union agreements, requests to attend meetings, and position descriptions.

Human Rights Files and Arbitrator Decisions are to be kept Permanently. Under the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months. "Official Responsible" was changed from "Vice President- Human Resources" to "Director - Human Resources" under the 2015 By-law.

Department Retention: 3 Months

Total Retention: 30 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

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Schedule Number **Series Title**

TS353 **Collective Agreements and Negotiations**

To serve as a record of collective negotiations and agreements.

This series includes agreements, copies of existing agreements with proposed changes and annotations, working papers, requests for conciliation officers, minutes of meetings, correspondence and memoranda. Under the 2014 By-Law, the department retention for this series was changed from 5 years to 1 year.

Department Retention:	1 Year
Total Retention:	10 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

TS354 **Grievances and Union Files**

To maintain a record of all grievances lodged against TBayTel and any interaction with the union.

Filed by name. Information collected includes: individual grievance forms may include employee name and address, completed grievance forms, personnel change notifications, copies of job applications, reports, and decisions. Users: Human Resources Staff
Individuals in Bank: TBay Tel Employees Official Responsible: Director - Human Resources

This series includes correspondence, memoranda, completed grievance forms, and position descriptions. Under the 2014 By-Law, the department retention for this series was changed from 3 years to 1 year. "Official Responsible" was changed from "Vice President - Human Resources" to "Director - Human Resources" under the 2015 By-law.

Department Retention:	1 Year
Total Retention:	30 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: PIB - PERSONAL INFORMATION BANK

TS355 **Employee & Labour Relations Project Files**

To document the coordination of labour relations activities.

Filed by name. This series includes correspondence, reports, working papers, studies, memoranda, policies, pay equity and employment equity. These files will become superceded/obsolete when they are no longer required on a regular basis. Under the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months.

Department Retention:	3 Months
Total Retention:	10 Years
Final Disposition:	Permanent <i>Archives Review</i>

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS356 **Benefits Files**

To serve as a record of the development and implementation of employee benefit policies.

Filed by name. This series includes insurance proposals, long term disability, short term disability, actuarial reviews, group life insurance, premiums and premium reductions. Under the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months.

Department Retention:	3 Months
Total Retention:	25 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

TS357 **Employee Health Files**

To maintain a comprehensive record of health services provided to employees.

Filed by name. Information collected includes information relating to short-term disability, long-term disability, WSIB claims, employee name and number, address, telephone number, SIN, injury report detail, medical records and rehabilitation details. Users: Human Resources staff, Worker's Compensation Board, Health and Safety Committees Individuals in Bank: TBayTel Employees Official Responsible: Director - Resources Retention will apply after an employee file has been closed. These files will become closed when the individual is no longer an employee of TBaytel. In the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months and the total retention was changed from 75 years to 40 years. "Official Responsible" was changed from "Vice President - Human Resources" to "Director - Human Resources" under the 2015 By-law.

Department Retention: 3 Months
Total Retention: 40 Years

Retention Condition: CLOSE - UNTIL CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

TS358 **OMERS Files**

To serve as a record of employee earnings and contributions to the OMERS plan.

Filed by name. Information collected includes the employee name, number, address, SIN, employment and pension data, refund information, termination/retirement/disability information. Users: Human Resources staff Individuals in Bank: TBayTel Employees Official Responsible: Director - Human Resources.

This series includes OMERS elimination and buybacks, OMERS 143's, history of pensionable earnings and contributions, refunds, and enrollment cards .Retention will apply after an employee file has been closed. Under the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months. "Official Responsible" was changed from "Vice President - Human Resources" to "Director - Human Resources" under the 2015 By-law.

Department Retention: 3 Months
Total Retention: 75 Years

Retention Condition: CLOSE - UNTIL CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

TS361 **Job Postings**

To document the recruitment of staff and maintain a record of unsuccessful applications for posted vacancies.

Filed by name. Information collected includes applicant name, address, phone number, employment history. Users: Human Resources staff, Division Managers/Supervisors Individuals in Bank: TBay Applicants Official Responsible:Director - Human Resources

This series includes applications, resumes, correspondence, interview questions, interview hiring forms and unsolicited applications. Under the 2014 By-Law, the department retention for this series was changed from 1 year to 3 months and the total retention was changed from 20 years to 10 years. "Official Responsible" was changed from "Vice President - Human Resources" to "Director - Human Resources" under the 2015 By-law.

Department Retention: 3 Months
Total Retention: 10 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

Archives Review