

People and Organization Effectiveness Directory of Records (Human Resources)

| Human Resources- Record Description | Jurisdiction / Authority | Location | Personal Information Bank | Types of PI | Uses of PI | Authorized Users | Individuals in the Bank |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------|
| Employment Personnel Files | Public Hospitals Act, R.S.O. 1990, Employment Standards Act s. 15(5). Policy 030-ADM Records | Human Resources and Reporting Managers Office | yes | Employee number and name, Address, Phone, Education, Work history, Salary, Benefits options, Attendance and Leave records, Performance Evaluations, Disciplinary actions, WSIB records | To maintain records by the Human Resources Department to document work history, recruitment and ongoing supervision of employees | Human Resources | Employees |
| Employee Recruitment Files | Public Hospitals Act, R.S.O. 1990, | Human Resources | Yes | Name, Address, Phone, Education, Work History, Salary, Commentary | For use in the search/selection process for positions within the organization | Human Resources and Authorized Interviewers | Employees, External Applicants |
| Employee Education Records | Public Hospital Act, SJHH Practice | | Yes | Names, I.D. | To track attendance at in-service sessions, on line learning | Education Leadership, Clinical and Non-Clinical Program Leadership | Employees |
| Labour Relations Records | Employment Standards Act, Labour Relations Act | | Yes | Names, I.D. | To maintain records related to the investigation of grievances for arbitration and mediation purposes | | Employees |

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| Grievance Files | Public Hospitals Act, R.S.O. 1990 | Human Resources | Yes | May contain name, employee information, details of issue and related documents | Used to investigate and respond to concerns, complaint and grievances in relation to individuals in collective bargaining unit | Human Resources | Current and Previous Employees and Volunteers |
| Attendance and Scheduling | Employment Standards Act | Human Resources and Department Managers | Yes | Employee names and I.D. Hours worked, Overtime, Statutory holidays, Sick time, Vacation days, Attendance, Shift schedule | Document attendance, record and manage sick time | Human Resources and Department Managers | Employees |
| Occupational Health & Safety Records | Occupational Health and Safety Act Reg. 490/09, WHMIS Regulation, SJHH Practice, Workplace Safety and Insurance Act s. 80 | Human Resources | Yes | Employee name, may contain P.H.I | To respond to health and safety concerns | Occupational Health and Safety Staff, Human Resources | Employees and Previous Employees, Volunteers |
| Volunteer Records | Employment Standards Act, SJHH Practice | Human Resources and Volunteer Resources | Yes | Names, I.D., Education, Work History, Police Checks | To maintain information about volunteers providing services throughout the hospital | Volunteer Resources Leadership | Volunteers |
| Compensation | SJHH Practice and Legislation | Human Resources | Yes | | | | |