HR84 – Employment/Pay Equity

These records relate to employment and pay equity.

Content & Scope

Employment equity refers to providing equal employment opportunity to all individuals and to promoting the full participation and integration of under-represented groups: women, visible minorities, aboriginal people, and people with disabilities. The University participates in Government of Canada employment equity requirements under the Federal Contractors Program. Pay equity refers to equal pay for work of equal value and requires that work mostly or traditionally done by women be compared to work mostly or traditionally done by men.

This records class excludes employment equity information relating to individual employees.

The records include workforce survey questionnaires, workforce analyses, summary reports of appointment processes, reviews of employment systems, employment and pay equity plans, job comparisons, and information provided to employees.

Related Records

For employment equity information relating to individual employees, see HR05: Human Resources Management System.

Responsible Unit

Human Resources

Information Steward

Associate Provost, Human Resources

Privacy Classification

Confidential

Retention

10 years after audit or compliance review or the period covered by the employment or pay equity plan

Disposition

Archives Selection

Authority

Ontario Human Rights Code; Employment Equity Act (Canada); Pay Equity Act (Ontario); UW Policy 65: Equality in Employment; UW Policy 5: Salary Administration, University Support Staff

Retention Rationale

The retention period is based on operational use.
Approval Date(s)
October 26, 2011