

TENTATIVELY AGREED
ARTICLE XX – EMPLOYEE INFORMATION

The Parties tentatively agree to include the following Article in a collective agreement. It is understood that final agreement is subject to ratification of the Parties' respective principals following tentative agreement on all matters. Article numbering, including any Article cross-referencing, is subject to change following agreement on all matters. The Parties reserve the right to amend or withdraw any proposal herein prior to reaching a complete tentative agreement with CUPE, or to correct an error or omission.

- XX.01** The Employer and the Union agree that the Employer shall maintain confidential employee records. The Employee will update their record through the Employee Self-Service module if there is any change in personal data, such as name, gender self-identification, marital status, address or telephone number.
- XX.02** Employees shall have the right to request information related to their employment record. Upon request and within ten (10) Business Days following the request, Employees will be provided with a digital copy of any requested documents that are available from their record. The Employer will consider requests from Employees to remove or correct documents from their record.
- XX.03** Upon receipt of a written request from the Employee or the Union, Human Resources Services will confirm that records of all warnings and suspensions have been removed from their record and administered in accordance with Article XX.04(e) (Disciplinary Decision).
- XX.04** Subject to legal and/or statutory requirements, when Human Resources Services receives requests from an external agency or another potential employer for personal or employment-related information regarding an Employee, it will confirm employment only. Additional information shall only be divulged with the written authorization of the Employee.

XX.05 Employee Health / Return-to-Work Records

Any personal health information that may be collected in the disability management or accommodation processes will be kept separate from all other personnel records and protected in accordance with the *Personal Health Information Protection Act, 2004*. Access will be limited to the Employee and authorized persons within HR who have a legitimate reason to access such files, it being understood that such persons may be required to supply information from those files to the following to facilitate the disability management, return to work, WSIB, and accommodation processes:

- i. the Employee's Supervisor to facilitate return to work, and where relevant, accommodation, excluding information disclosing diagnosis, the designation of a medical specialist or the treatment type;
- ii. the Workplace Safety and Insurance Board (WSIB).

Access will only be provided on a need to know basis in accordance with the *Personal Health Information Protection Act, 2004*, or with express consent of the Employee or their Power of Attorney.

For the Union:

Mitchell Lupa President, CUPE Local 3906	Date
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Caleb Smolenaars Lead Steward, CUPE Local 3906	Date
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For the University:

Maggie Pooran Lead Spokesperson, Executive Director, Health, Safety, Wellbeing & Labour Relations	Date
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Chris Eley Acting Director, Housing & Conference Services & Chair, University Bargaining Team	Date
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