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## GRIEVANCES AND ARBITRATIONS

**Description:** Consists of records relating to the documentation of grievances and arbitrations between employees and/or employee groups and the University related to labour issues. Records may include submissions, records of meetings, appeals, complaints, correspondence and related documentation.

**Filing Guidelines:** Records must be securely stored until final disposition. Once Units submit records to the Department of Human Resources, Office of Faculty Relations, or Office of the Provost and Vice-President (Academic) and the grievance or arbitration is resolved, the Unit is not responsible for keeping copies of those records.

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<b>MUNCLASS Function:</b>	Human Resources (HR)
<b>Responsible Unit(s):</b>	Department of Human Resources, Office of Faculty Relations and/or Office of the Provost and Vice-President (Academic)
<b>Retention:</b>	Current Year case resolved + 15 years
<b>Disposition:</b>	Destroy
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	Anticipated Operational Use