

**HUMAN RESOURCES DIVISION**  
**Information Routinely Disclosed**  
**February 14, 2007**

<b>INFORMATION/ RECORD</b>	<b>AVAILABILITY</b>	<b>ACCESS METHOD</b>	<b>COMMENTS</b>
HR Policies	Employees Public	HRWeb City's website	
Internal Job postings	Employees	HRWeb	
External Job postings	Public	City's website	
Examination paper (from job competitions)	Employees	Upon request	Feedback is provided verbally. Employees may <b>view</b> their own written examination papers. Available to employees only.
Employee information including, employee number, contact information, seniority date, service information salary and increment history from <b>SAP</b>	Employees	Upon request	Employee's personal information is provided to the employee upon request.
Human Rights Annual Reports	Employees General Public	HRWeb City's website	Hard copy provided upon request.
Employee History paper files (H1201)	Employees	Upon request	Employees may view this paper file by arrangement. Copies may be requested by the employee.
Non-Union Compensation Program, including Non-Union Salary Ranges	Employees	HRWeb	Hard copy provided upon request

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Director, Manager/Single Contributor Final Ratings	Employees	HRWeb	Hard copy provided upon request.
Local 79 Full Time Unit Arbitration Award, Ratings and Pay Equity Plans and the related information	Employees	HRWeb	
Local 79 Homes for the Aged Part-time Unit B Arbitration Award, Ratings, Job Profiles and the related information	Employees	HRWeb	
Local 79 and Local 416 Job Profiles	Employees	HRWeb	
Requests for Job Profiles and Salary Survey and specific compensation related information	Employers	Upon request.	
Requests for reconsideration, job rating sheets, factors and their descriptions	Employees	Upon request.	Information reviewed with employees (no copies provided).
Collective agreements:  CUPE Local 79, TCEU Local 416 (CUPE) and Toronto Professional Fire Fighters Association Local 3888	Employees	HRWeb	Provided to city managers and supervisors at first printing and upon request (Union distributes to union representatives and employees).
Step 3 Grievance and Arbitration Statistics	General Public	City's website	Quarterly reports provided to Employee & Labour Relations Committee

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Arbitration Awards (that affect a significant number of employees)	Employees	HRWeb	Copies of arbitration awards that have impact on a significant number of employees are posted on the HR Web – Employee & Labour Relations website (e.g. Job Harmonization Awards for CUPE, Local 79 and 416 employees).
Ergonomics reports regarding individual employees	Employees	Upon request	With the employee’s verbal consent, reports are sent to the employee, the supervisor, and, if appropriate, to the HR IDM/WSIB consultant. Reports are sent by interoffice mail or by email attachment. Signed originals remain on file in OHSWC. Employees can access their own ergonomics reports on file upon request.
Job Demands Analyses	Employees	Upon request	Completed JDAs available to HR staff with access to IDSM. Paper or electronic copies provided on request to supervisors, employees, union reps. JDAs shared with WSIB, LTD carrier and with employees’ health care providers as required.
Ergonomics guidelines and training materials	Employees	HRWeb	Available to employees through presentations and training courses.
Information regarding injury costs (from WSIB invoices) is stored in computerized system (IDSM).	General Public	City’s website	Statistical reports are produced from data in the IDSM system and are included in quarterly reports to senior management and Employee and Labour Relations Committee.

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Offers of Modified Work	Employees	Upon request	Information is provided to WSIB Adjudicators, Ergonomists, Supervisors/Managers as required
Functional Restrictions	Employees	Upon request	Information is provided to WSIB Adjudicators, Ergonomists, Supervisors/Managers as required
Individual employee training records	Employees	Upon request	To employee only; list of their attendance in courses as recorded in SAP