

**Records  
Retention  
and  
Disposition  
Schedule**

<b>Organization Name</b> Public Service Commission ** All GoA **	<b>Org Code</b> PA **	<b>Schedule Number/Status</b> <b>2023/002</b> Approved
<b>Program/Service Name:</b> Wellness, Health and Safety		

**SCHEDULE ADMINISTRATION**

<b>Type:</b> Continuing Schedule	<b>Organization Chart:</b> <b>External Documents:</b> <b>Comments:</b> Y
<b>Related Schedule(s):</b> 1999/023-A003 Wellness, Health and Safety	
<b>Cancels/Replaces Schedule(s):</b>	
<b>Amendment History</b> ----- None -----	
<b>Schedule Transfer History</b> ----- Originated/Transfer To -----	
<b>Schedule</b> 1999/023-A003	<b>Organization</b> Public Service Commission
<b>Submit Date</b> May 26, 2022	<b>Status</b> Completed
<b>Date</b> May 26, 2022	<b>Transfer Comments:</b> SRO: Zybart,Erin (5/26/2022) Comments: To share item with all GoA departments.
<b>Schedule Cancellation History</b> ----- None -----	

**SCHEDULE APPROVALS**

<b>Senior Program Manager:</b> Original Signed by, Senior Program Manager	<b>Date:</b> Dec 10, 2021
<b>Senior Records Officer:</b> Zybart, Erin	<b>Date:</b> Dec 10, 2021
<b>ARMC Committee:</b> Committee, ARMC	<b>Date:</b> Feb 09, 2022

APPROVED IN ACCORDANCE WITH RECORDS MANAGEMENT REGULATION (A.R. 224/2001) AND GOVERNMENT ORGANIZATION ACT (R.S.A. 2000, Chapter G-10, Schedule 11)

## PROGRAM/SERVICE INFORMATION

### Purpose/Function

The Public Service Commission is the Alberta Government's central human resource arm. The mission of the Public Service Commission is to develop corporate human resource strategies and policy frameworks that enable departments to fulfil their business plans and achieve the Alberta Government's preferred future of the Alberta Public Service.

The Wellness, Health and Safety branch's purpose and functions are: develops occupational health and safety policy frameworks and strategies in response to identified needs, co-ordinates their implementation, and monitors their effectiveness. Consults with the Alberta Union of Provincial Employees on government-wide occupational health and safety matters. Provides expert consulting on all aspects of occupational health and safety, including the identification, evaluation, and control of workplace health and safety hazards. Performs the role of industry safety association for government under the Partnerships in Injury Prevention Program. Provides direct services for employees' emotional and physical health and well-being. Maintains data and records related to employee health monitoring programs.

### Brief History

1947 The Civil Service Commission was assigned Personnel Administration function.

1954 The Civil Service Commission was renamed to the Public Service Commission.

1955 The Public Service Commission was placed under Executive Council.

1959 The *Public Service Commission Act* was assented to and came into force.

1960 The Public Service Commission was renamed to Personnel Administration Office.

The *Miscellaneous Statutes Amendment Act* repealed section 1 (27) of the *Public Service Act* 2003 c.2 to change the name of the Personnel Administration Office to Corporate Human Resources.

The administration of the *Public Service Act* and Corporate Human Resources was transferred to the President of Treasury Board and Finance by the Designation and Transfer of Responsibility Amendment Regulation, AR 183/2014.

The *Miscellaneous Statutes, Act, 2016* amended the *Public Service Act* substituted the name of the "Corporate Human Resources" to the "Public Service Commission".

Government of Alberta human resources service delivery was centralized in the Public Service Commission.

### Mandate/Legal Authority

*Public Service Act*, RSA 2000, c. P-42

## OPINIONS

No Opinions Requested.

## SCHEDULE ITEMS

### 017 **Employee Vaccination**

Includes records of individual employees' having received specific vaccinations and exemptions from being vaccinated. Such records may include employee-provided proof of having received a vaccination, confirmation from a health services provider that an employee has received a vaccination, documentation of an exemption from a requirement to be vaccinated, and evidence of compliance with any requirements applicable to unvaccinated employees, such as testing or use of personal protective equipment. Excludes policy instruments regarding employee vaccinations.

**Date Range:** 2021 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Superseded by a more recent version or no longer required for current business activities	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 1 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

None

## COMMENTS

(TRANSFER) 5/26/2022 Comments: To share item with all GoA departments. SRO: Zybart,Erin.