



Policy Title: Electronic Monitoring

Policy Number: A09-001

Category: Corporate

Department: Office of the CAO

Related Policies: Device Policy, Acceptable Internet and E-mail Use

Policy Approved By: Council

Effective Date: October 11th, 2022

Revision Date: September 11th, 2024

Policy Statement:

The Municipality of North Grenville values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored.

This policy was prepared on September 28th, 2022, and is in force as of October 11, 2022.

Purpose:

Electronic monitoring may be used by the Municipality of North Grenville to collect information about employee activities in the workplace. This policy is to inform all employees where the Municipality of North Grenville may make use of electronic monitoring systems to ensure the health and safety of municipal property and staff and to outline where electronic monitoring may be used to monitor staff movements and work.

The policy is made in compliance with the relevant provisions of the *Employment Standards Act, 2000* (the “ESA”).

Application:

- i. This policy applies to all employees, as defined by the ESA, whether they are working remotely, in the workplace, flexibly, or mobile.
- ii. It applies in any location in which you are engaged in work-related activities or in the work-related use of electronic devices.

Definitions:

1. Workplace: The *Occupational Health and Safety Act* (the “OHSA”) defines a workplace as any land, premises, location, or thing at, upon, in or near a worker works.

2. Electronic Monitoring: shall refer to electronic systems that may be used to monitor the movement and work of employees including, but not limited to, building security codes and fobs, IT passwords and accounts, GPS technology, and video surveillance.

Policy:

The Municipality of North Grenville utilizes a range of electronic monitoring systems in order to, among other things, ensure the safety and security of staff and property.

These include:

1. Electronic Monitoring Systems

- 1.1. Building Security Systems – The Municipality of North Grenville may monitor employee access to the Municipality’s properties with the use of electronic fobs and security codes.
- 1.2. Video Surveillance – The Municipality of North Grenville may utilize video surveillance at some locations to assist with security and safety concerns.
- 1.3. Internet and Email Resources – All use of the Municipality of North Grenville’s Internet and email systems are identifiable by user, device and device location and time of access. Electronic monitoring of Internet and email systems is required for accounting and security purposes.
- 1.4. GPS Technology – Municipality vehicles are electronically monitored with GPS technology. This information is used to track and locate Municipality property as required.
- 1.5. Municipality of North Grenville Devices - Please refer to the Device Policy.

In addition to the purposes set out above, the information obtained by the Municipality through electronic monitoring may be used for purposes including, but not limited to:

- Tracking employee working time to ensure accurate compensation and/or adherence to attendance policies;
- Improving work efficiency by tracking time spent on specific task types, tracking employee use of specific tools or software, or tracking employee location and travel time;
- Protecting employee health and safety by tracking employee location and/or keeping a record of employee access to the workplace; and
- Ensuring employee adherence to workplace policies, especially those related to use of IT systems; for example, the Municipality may review an employee's Internet browsing history or instant messaging history following a complaint of inappropriate behaviour.

As noted in the ESA, for greater certainty, while the policy outlines the intended use of information obtained through electronic monitoring, nothing herein affects or limits the Municipality's ability to use information obtained through the electronic monitoring of its employees.

The above-noted electronic monitoring of employee activities by the Municipality may be performed at any time, without notice to the employee, in order to determine compliance with this policy and any other municipal policy. Without limiting the generality of the foregoing, information collected by the Municipality through electronic monitoring may be used for disciplinary purposes, up to and including termination of employment.

Responsibilities:

Employer Obligations

- The Municipality of North Grenville will comply with all safety, security and privacy policies and protocols as they relate to the use of the Municipality's property, including electronic resources. Employees will refer to and comply with the Municipality's IT policies.

Employee Obligations

- Employees of the Municipality of North Grenville will comply with all safety and security policies and protocols as they relate to the use of the Municipalities property, including electronic devices. Employees will refer to and comply with the Municipality's and any applicable Counties' IT policies.

Compliance with Policy and Consequences:

Employees must comply with the guidelines contained within this Electronic Monitoring Policy and acknowledge receipt and understanding of said policy. Employees who

violate this policy may be subject to disciplinary action, up to and including termination of employment.

Privacy and Confidentiality:

Any employee personal information collected through electronic monitoring will be collected, used and disclosed for the purposes described in this policy, and will be subject to security, retention and access as described in *Protection of Personal Employee Information, Policy # A-2*, and any applicable privacy legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*.

Review:

The Municipality reserves the right to revise any part of this policy in accordance with its operational requirements and any legislative or technological changes.

Authorization:

This Policy was initially authorized by the CAO October 2022. Amendments to this Policy were authorized by Resolution Number C-2024-267 adopted by Council at its meeting held on September 11, 2024.

Revision History:

<u>Document Owner</u>	<u>Revised Date</u>	<u>Reason for Changes</u>
Corporate Services	Sept 11, 2024	Consistency with other policies

Contact:

Any questions or concerns regarding this policy shall be directed to:

Director of Client Services

Or

Human Resources Coordinator

Employee Acknowledgement:

I, the undersigned, (print name) _____ have read and understand the Municipality of North Grenville’s Electronic Monitoring Policy. I acknowledge that I have received a copy of this policy.

Signature: _____

Date: _____