



Staff Report

Report Title: Electronic Monitoring Policy

Prepared By: Leanne Scott, Human Resources Generalist

Department: CAO

Date: Oct. 3, 2022

Report Number: CAO-2022-10-34

File Number:

A09-HRE22

Attachments: Electronic Monitoring Policy

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CAO-2022-10-34 prepared by Leanne Scott, Human Resources Generalist AND approves the new Electronic Monitoring Policy as outlined AND FURTHER authorizes the appropriate by-law coming forward.

Background:

[Bill 88, Working for Workers Act, 2022](#) received Royal Assent on April 11, 2022. This bill amends various acts that are aimed at supporting employees. The updates to the *Employment Standards Act, 2000*, include that any employer that on January 1 of any year, employs 25 or more employees shall, before March 1 of that year, ensure it has a written policy in place for all employees with respect to electronic monitoring of employees. Employers that employ 25 or more employees on **January 1, 2022** have until **October 11, 2022** to have a written policy on the electronic monitoring of employees in place.

Discussion:

In accordance with the *Bill 88, Working for Workers Act, 2022* we have reviewed our current policies and processes and have developed a written policy that contains the following information:

1. a description of how and in what circumstances the employer may electronically monitor employees, and
2. the purposes for which information obtained through electronic monitoring may be used by the employer.

3. The date the policy was prepared and the date any changes were made to the policy.

4. Such other information as may be prescribed.

Upon approval, the Township will provide a copy of the policy to each of our employees within 30 days from the day the employer is required to have the policy in place or, if an existing policy is changed, within 30 days of the changes being made. This policy will be added to the Employee Policy guide and the employee on boarding process.

A draft copy of the Electronic Monitoring Policy is attached.

Financial Impacts:

This report has no financial impacts.

Strategic Alignment / Link:

We are an accessible community that offers opportunities for everyone by being open and transparent

Respectfully Submitted By:

Leanne Scott, Human Resources Generalist

Report Approved By:

Mary Rose Walden, Chief Administrative Officer