

## **ELECTRONIC MONITORING OF EMPLOYEES POLICY**

August 18, 2022

BOD:

**Intent:** The increasing use of computers, smartphones and other electronic devices has changed the workplace for both the employee and the employer. The purpose of this policy is to ensure transparency where the work of employees shall be monitored electronically.

### **Policies and Procedures**

1. Electronic monitoring includes all forms of employee monitoring that is done electronically while employees are at the workplace, such as tracking websites used during working hours, and is not limited to devices or other electronic equipment issued by the employer.
2. A count of the number of employees shall be taken annually at January 1.
3. Employees counted shall include:
  - a. Homeworkers
  - b. Probationary employees
  - c. Trainees
  - d. Officers of the corporation who perform work or supply services for wages
  - e. Employees on definite term or specific task contract of any length
  - f. Employees who are on lay-off so long as the employment relationship has not been terminated and/or severed
  - g. Employees who are on leave of absence
  - h. Employees who are on strike or locked out
  - i. Employees who are exempt from the application of all or part(s) of the Employment Standards Act
4. Where there are fewer than twenty-five (25) employees at January 1, a written policy is not required even if the employee count increases during the same calendar year.
5. Where there are twenty-five (25) or more employees at January 1, a written policy shall be prepared before March 31 of the same year, and the policy shall remain in force for the same calendar year regardless of whether the employee count fluctuates.
  - a. A policy must apply to all employees.
  - b. The content of the policy may vary for different groups of employees.
6. A copy of the policy shall be made provided to each employee within thirty (30) days of:
  - a. The date of requirement to have such policy.
  - b. The date that the policy is changed.
  - c. Within thirty (30) days of an individual becoming an employee
7. The written policy shall be provided to employees as:
  - a. A printed copy.
  - b. An attachment to an email if the employee can print a copy.
  - c. A link to a document online if the employee has a reasonable opportunity to access the document and a printer.
8. The written policy shall be retained for a period of three (3) years after the policy is no longer in effect.
9. The Manor Park Community Council does not monitor its employees electronically.