

Title:	Electronic Monitoring Policy	
Policy Type:	Human Resources	Policy Number: 400-10
Approval By:		
Approval Date:	September 26, 2022	
Revised Dates:		
Review Date:	September 2023	

PURPOSE:

The Library values trust, discretion, and transparency, and recognizes that employees have the right to know when and if they are being electronically monitored, subject to the Employment Standards Act, 2000 ("ESA").

This policy is intended to establish guidelines for Library practices and procedures related to electronic monitoring of employees.

SCOPE:

This policy applies to all employees of the Library.

DEFINITIONS:

Electronic Monitoring – Tracking employee location and/or activities through various electronic devices such as computers, cellphones, GPS systems, and more, ensuring that workers are being productive.

POLICY STATEMENT:

The Library collects information through electronic monitoring for a variety of reasons, including protecting the Board's legal and business interests.

Employees are electronically monitored the in following ways:

- Video surveillance – for security purposes, in the event of an emergency or for an investigation into an incident, the Library has installed security cameras at each entrance.
- Key Cards and Security Codes – for security purposes.
- Scheduling Software – for scheduling staff to meet operational requirements, it can be used to determine where staff members are expected to be and if they have any excused absences.

The Library reserves the right to retrieve messages in order to assess whether the facilities and equipment are being used for legitimate purposes or to investigate alleged acts of wrongdoing. The Library will not, however, monitor emails, online chats, etc. as a matter of course.

Privacy:

Library has the right, at any time when deemed necessary, to monitor and preserve any communications that utilizes the Library's network in anyway, including data, voicemail,



telephone logs, internet use, network traffic etc., to determine proper utilization, regardless of the ownership status of the mobile device used to access the Library's network.

Employees should have no expectation of privacy in any content or correspondence created, transmitted, received, accessed, or stored on the Library's network or servers (including email servers) or Library-issued electronic devices, including through internet access and on social media.

RELATED POLICIES:

300-02 Access to Information and Protection of Privacy Policy
300-24 Use of Video Surveillance Cameras in Public Places Policy
400-04 Internal Internet Usage Policy
400-08 Right to Disconnect Policy