



ELECTRONIC MONITORING OF EMPLOYEES POLICY

1. PURPOSE

The Municipality of Mississippi Mills may electronically monitor its employees. In doing so the Municipality will abide by the Employment Standards Act, 2000 (ESA), and has established this policy to uphold the provisions under the Act with respect to electronic monitoring of employees. The intent of this policy is to establish a defined procedure for the circumstances under which employees will be subject to electronic monitoring.

2. EFFECTIVE DATE AND CHANGES

This policy is effective as of October 11, 2022.

In the event of any future changes to this policy, the date of the changes made will be included in this section

3. SCOPE:

This policy applies to all Unionized and Non-Union employees as well as volunteers within The Municipality of Mississippi Mills and shall be applied within the confines of the ESA and applicable collective agreement (s).

4. PROCEDURE:

- 4.1 The Municipality of Mississippi Mills may electronically monitor employees through the following means. This list is not exhaustive and does preclude the Municipality from using or introducing other means of electronic monitoring.
 - 4.1.1. Municipal issued resources
 - 4.1.2. Municipal vehicle usage and activity
 - 4.1.3. Access and use of the corporate computer network, including access to the internet.
 - 4.1.4. Email audit/trace, including cyber security audits and tests
 - 4.1.5. Remote IT Management
 - 4.1.6. Security cameras
 - 4.1.7. Live streaming and/or recordings of virtual meetings
 - 4.1.8. Access to buildings or properties through the utilization of keyfobs, electronic codes and alarm codes

- 4.2 The Municipality of Mississippi Mills conducts electronic monitoring and utilizes the information gathered from such monitoring as follows:

Municipal Issued Resources – Including but not limited to computers, mobile devices, fobs and key cards. The location and usage of these resources may be monitored to ensure appropriate use, to locate lost or stolen devices and to monitor compliance with applicable policies, procedures and expectations.

Municipal Vehicle Usage and Activity - The records, location and usage of The Municipality of Mississippi Mills motor vehicles & equipment in order to monitor appropriate use, costs arising from motor vehicle use, and to monitor compliance with applicable policies, procedures, provincial regulations, and expectations.

Network, Computer, Telephone, and Internet Usage: The history of internet access/computer usage may be used to monitor appropriate use, and to monitor compliance with applicable policies, procedures and expectations. This includes local computer stations, network access, Teams, Microsoft Dynamics (Great Plains), MyHRIS, Max Galaxy, Book King or any other software applications that may be added in the future.

Email Audit/trace: The auditing/tracing of The Municipality of Mississippi Mills email addresses may be used to ensure no security threats, and to monitor compliance with applicable policies, procedures and expectations.

Remote IT Management: The remote management of The Municipality of Mississippi Mills devices may be used to assist Employees with detecting issues and resolving them remotely, and to monitor compliance with applicable policies, procedures and expectations.

Cameras and Surveillance Equipment: Video transmissions and recordings may be monitored, saved, and archived for security purposes, and to monitor compliance with applicable policies, procedures, and expectations.

Live Streaming/Recording: Events such as Committee and Council Meetings, etc. may be live-streamed, recorded, and/or saved to The Municipality of Mississippi Mills Facebook site and/or other mediums.

- 4.3 This policy shall not be construed as to provide any additional benefits, rights or expectations beyond those outlined in the ESA, other applicable legislation or collective agreement(s).
- 4.4 Information obtained through the electronic monitoring of employees may also be used to assess productivity, and/or in the investigation of alleged violations of municipal policies, law, regulations or other instances of misconduct.