



RE: POLICY: ELECTRONIC MONITORING

INTENT

Corporation of the City of Elliot Lake understands that there is a requirement under the Employment Standards Act to implement a written policy with response to electronic monitoring of employees by October 2022. City of Elliot Lake employees should recognize that their work activities and communications might be subject to electronic monitoring.

GUIDELINES

“Electronic monitoring” is defined as “the collection of information on an employer’s premises concerning employees’ activities or communications by any means other than direct observation, including the use of a computer, telephone, radio, camera, web camera, or GPS systems”.

Employees may be subject to electronic monitoring or recording (including sound, voice, or video devices) while in City municipal facilities and other locations where City business is conducted. The following specific types of electronic monitoring may be used by The City of Elliot Lake in its workplace:

- Monitoring of e-mail and other components of The City of Elliot Lake’s computer system for compliance with policies.
- Video surveillance of parking areas and municipal facilities for security purposes.
- Monitoring of electromagnetic card access system for security purposes.
- Electronic monitoring of City owned vehicles.

Employees should understand that their activities involving City computer equipment and/or electronic documents, data and communications, including voice, email and Internet usage, are subject to being monitored, recorded, and reviewed. The appropriate use of City technologies, prohibited behaviours which using said technologies and consequences of misuse are documented in the Information Technologies and Mobile Device policies.

Employees should be aware of that fact that “deleting” an item does not mean that the item cannot be monitored and reviewed. As a result, files data and messages in the system are subject to access and review and are not confidential. There is no reasonable expectation of privacy with respect to the use of these systems and information received or stored.

Questions regarding electronic monitoring in the workplace should be directed to the Human Resources department or the Information Technology department.