



ADMINISTRATIVE PROCEDURE 497	
SECTION: Personnel and Employee Relations	
Adopted/Original Date of Issue	OCT 2022
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	OCT 2022
Next Review Date	OCT 2027
Contact	Human Resources Department

AP497 Electronic Monitoring

Background

The Renfrew County District School Board (the ‘District’) is committed to maintaining a transparent and fair workplace. Through this Electronic Monitoring Procedure, the District will communicate how and in what circumstances the employer may electronically monitor employees, as well as the purpose for which the information obtained through electronic monitoring may be used. This Electronic Monitoring procedure constitutes a notification in accordance with the Employment Standards Act, 2000 (as amended) and Bill 88, Working for Workers Act, 2022.

Definitions

Routine Monitoring: The regular or periodic monitoring of systems at any time to ensure the integrity of electronic systems.

Demand Monitoring: The right of the District to access electronic data which may arise in a number of case by case situations as operations require.

Electronic Monitoring: Includes all forms of employee and assignment employee monitoring that is done electronically.

Procedure

Nothing in this procedure affects or limits the District’s ability to use information obtained through electronic monitoring.

While the principal purpose for collecting information is identified in [Appendix A](#), the District may use all information in its possession for a wide variety of legitimate reasons including technical maintenance, repair and management, meeting legal requirements to produce information, data collection, ensuring continuity of work, improving business processes, managing productivity, preventing and addressing misconduct and ensuring compliance with the law. The District’s use of any electronic monitoring tools for employment-related purposes is subject to any rights an

employee may otherwise have per their employment contract, collective agreement or otherwise at law.

The District conducts routine and demand monitoring to ensure:

1. Staff, students and stakeholders are protected from harm;
2. District facilities and property are safe and secure;
3. Electronic resources are protected from unauthorized access;
4. Protection against loss, theft or vandalism;
5. Adherence to district and governing body policies, procedures and expectations.

The District may, at its discretion and in consultation with Employee Services, use information obtained through electronic monitoring to determine if there has been a violation to district, governing body and/or legislative policy. Where appropriate, such action may lead to disciplinary action up to and including termination of employment.

Responsibilities of the District

The responsibilities of the District include, but are not limited to:

- Provision of this procedure to all new employees of the District.
- Ensuring implementation of and compliance with this procedure.
- Review of the procedure as directed by the Employment Standards Act, 2000, or as required.

This procedure seeks to meet the requirements put in place by recent legislative amendments. Nothing in the procedure shall be interpreted to create a greater right or benefit than what is available under legislation or to restrict any of the District's legal rights.

Posting, Notice and Retention

The District shall provide a copy of this procedure to each employee, and any new employee hired prior to the procedure's implementation, within thirty (30) calendar days of implementation. Should any amendment(s) be made to the procedure after its implementation, the District shall provide each employee of the District a copy of the amended procedure within thirty (30) calendar days of the amendment(s) being made.

The District shall provide a copy of this procedure to all new employees hired after its implementation within thirty (30) calendar days of the employee commencing employment with the District.

The District shall provide a copy of this procedure to assignment employees assigned to perform work for the District within twenty four (24) hours of the start of the assignment or within thirty (30) days of the procedure's implementation, whichever is later.

The District shall retain a copy of this procedure for three (3) years after the procedure ceases to be in effect.

This Procedure may be amended from time to time at the District's sole discretion.

References

- [Bill 88, Working for Workers Act \(Amendment\), 2022](#)
- [Employment Standards Act, 2000](#)
- [AP 141 - Computers, Network, Internet and Electronic Devices](#)
- [AP 565 Fleet Vehicle Use & Fleet Vehicle Agreement](#)
- [AP 414 Cellular Devices](#)
- [Cellular Device Agreement](#)
- [AP-357 Video Surveillance](#)

Attachments

[Appendix A](#)

Procedure History

Approved:	OCT 2022
Reviewed:	
Revised:	