

# Grimsby Public Library – Electronic Monitoring Policy

**Policy Number:**

H-22-25

**Policy Type:**

Human Resources

**Approval Date:**

November 9, 2022

**Effective Date:**

November 9, 2022

**Review Date:**

November 2024

**Notes:**

## Definitions

*“Employees”* means Grimsby Public Library staff members

*“GPL”* means Grimsby Public Library

*“Library”* means the Grimsby Public Library

*“Library Board”* or *“Board”* means the Grimsby Public Library Board

## Purpose

Grimsby Public Library (GPL) values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. This policy is intended to establish guidelines for GPL practices and procedures related to electronic monitoring of employees.

## Scope

This policy is made pursuant to the requirements of the ESA as amended by the Working for Workers Act, 2022. This Policy will be reviewed and updated on a bi-annual basis or as necessary to account for legislative changes.

For purpose of this policy, “electronic monitoring” is defined as follows:

- “Tracking employee location and/or activities through various electronic devices such as computers, cellphones, GPS systems, and more with the goal of ensuring that workers are being productive.”

Employees must receive and sign off on this policy within 30 days from their date of hire.

This policy applies to all library employees.

## Procedures

The Grimsby Public Library has the capability to monitor library staff but will only access such data under specific circumstances, such as:

- Staff safety and building security or for investigation of a worker or workplace incident
- Statistics collection from ILS
- Investigations into system performance and troubleshooting

The parameters of electronic monitoring are as follows:

- For those staff entering and exiting the library via the Staff entrance, the new Keyscan access records use of the staff card and the time used. This information will not be accessed as a matter of course, however, employees must be aware that this data is collected and is available for viewing.
- Video surveillance is in place throughout the facility both inside and outside. This is used for security purposes in the event of an emergency and for the investigation of an incident
- ILS sign on is linked to individual staff accounts, however, raw statistics are gathered for reporting purposes and staff accounts are not part of the reporting
- The Grimsby Public Library does not monitor emails, online chats as a matter of course, however, it is possible to retrieve such correspondences. If warranted the Library has the right, at any time when deemed necessary, to monitor and preserve any communication that utilizes the GPL/Town of Grimsby network in any way, including data voicemail, telephone logs, internet use, network traffic, and communications technologies.

**I have read and understand the Electronic Monitoring Policy**

**Signature of Employee:**

**Date:**