



## **Administrative Report**

### **Office of the Director, Human Resources**

**To:** Warden MacDonald and Members of Essex County Council

**From:** Kristie Cronin, CHRL  
Director, Human Resources

**Date:** Wednesday, March 15, 2023

**Subject:** Human Resources Policy Approval

**Report #:** 2023-0315-HR-R03-KC

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#### **Purpose**

For Council to review and approve the following Human Resources Policies:

1. 2022-001 Right to Disconnect Policy
2. 2022-006 Electronic Monitoring of Employees Policy
3. 2023-001 Work-Life Integration (Non-Union Employees) Policy

#### **Background**

1. The Right to Disconnect Policy (2022-001), attached as Appendix I, was previously approved by the Chief Administrative Officer and issued on March 1, 2022. This policy is legislatively required under the *Working for Workers Act, 2021* (which amended various pieces of provincial legislation) for organizations with more than twenty-five (25) employees. The requirement was for this policy to be in place by June 2, 2022. The policy before Council has one revision to the current policy, which is an updated link to the governing legislation.
2. The Electronic Monitoring of Employees Policy (2022-006), attached as Appendix II, was previously approved by the Chief Administrative Officer on October 7, 2022. This policy is legislatively required under the *Working for Workers Act, 2022* (which amended various pieces of provincial legislation) for organizations with more than twenty-five (25) employees. The requirement was for this policy to be in place by October 11, 2022. The policy before Council has one revision to the current policy, which is an updated link to the governing legislation.

3. The Work-Life Integration framework, attached as Appendix III, has been in place as a pilot program since September of 2021. The program continues to be monitored by the Senior Leadership Team. Several employee surveys were completed over this period, from both an employee and leader standpoint, and the program is considered to be very successful.

The framework has a number of options for non-union employees to balance their work and personal lives while achieving the County's objectives. The only modification throughout the pilot period was the increase from one (1) to two (2) days of remote work per week. The Work-Life Integration Policy (Non-Union Employees) (2023-001) before Council is unchanged from its current state in a pilot program.

## **Discussion**

The policies being presented were implemented a number of months ago which ensured compliance with new legislation (in the case of the Right to Disconnect and Electronic Monitoring policies). No issues have arisen from their implementation.

The Work-Like Integration policy was originally piloted following the successful work from home experience created by the COVID 19 work from home requirements. It is acknowledged that not all employee positions lend themselves to having an opportunity to work from home. For those employee positions who can work from home periodically, however, this policy allows that opportunity and establishes the guidelines for doing that.

Discussions are ongoing at Senior Leadership Team about developing a pilot program applicable to unionized positions as well, where it is possible.

It is anticipated that the implementation of these types of policies will assist with employee attraction and retention.

Administration is available to respond to any questions as they related to the three policies before Council.

## **Financial Implications**

There are no additional financial implications to implementing these policies.

## Consultations

- Information Technology Team (Electronic Monitoring of Employees Policy)
- Sandra Zwiers, Director, Financial Services/Treasurer (Electronic Monitoring of Employees Policy)
- David Sundin, County Solicitor (Electronic Monitoring of Employees Policy, Right to Disconnect Policy)
- Members of the Senior Leadership Team (All Policies)

## Recommendation

That Essex County Council approves the Right to Disconnect Policy 2022-001, Electronic Monitoring of Employees Policy 2022-006, and the Work-Life Integration Policy (Non-Union) 2023-001.

## Approvals

Respectfully Submitted,

*Kristie Cronin*

Kristie Cronin, CHRL, Director, Human Resources

Concurred With,

*Mary Birch*

Mary Birch, Interim Chief Administrative Officer

Appendix Number	Title
Appendix A	2022-002 Right to Disconnect Policy
Appendix B	2022-006 Electronic Monitoring of Employees Policy
Appendix C	2023-01 Work Life Integration Policy (Non-Union)