



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

EMPLOYEE PHOTO IDENTIFICATION CARDS

“But let all who take refuge in you be glad; let them ever sing for joy. Spread your protection over them, that those who love your name may rejoice in you.”

Psalm 5:11

Created, Draft	First Tabling	Review
February 5, 2019	February 27, 2019	Click here to enter a date.

Deborah Friesen, (Acting) Executive Superintendent of Facilities Services
 Adrian Della Mora, Executive Superintendent of Human Resources
 Vince Burzotta, Superintendent of Safe Schools, Alternative Education and SSI
 Peter Aguiar, Superintendent of Student Achievement and Well-being

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
 Director of Education

D. Koenig
 Associate Director
 of Academic Affairs

L. Noronha
 Associate Director of Facilities,
 Business and Community
 Development, and
 Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends the approval in principle of a new Employee Photo Identification (ID) Card Policy as proposed in Appendix A, subject to further consultation with the employee groups at TCDSB. It is expected that this policy will ensure a safer environment for students, staff, visitors and other authorized occupants of all TCDSB buildings.

The cumulative staff time required to prepare this report was 10 hours

B. PURPOSE

1. This report provides context for a newly proposed Employee Photo Identification Card Policy (attached as Appendix A).

C. BACKGROUND

1. On September 13, 2018, staff reported to the Corporate Services, Strategic Planning and Property Committee on the status of Board-wide upgrades to the access control system that would have combined the phased implementation of photo identification access cards. Full implementation of the access control upgrades is scheduled to be completed by August 2020. The report was referred to the Governance and Policy (GAP) Committee to develop an Identification policy for staff of the Board to accelerate the issuance of photo identification in advance of access control upgrades.
2. The GAP Committee asked staff to conduct consultation with employee groups in order to implement the Policy in a timely manner. Staff have initiated the consultation, but more time is needed to complete the process.
3. The GAP Committee also asked staff to bring a draft of the Policy by the February 2019 GAP meeting date. Staff have brought the Policy (Appendix A) and believe it can be approved in principle, subject to further consultation with the employee groups at the TCDSB, so that implementation planning can occur simultaneously.
4. Should material changes be required after consultation then an up date to the Policy will be brought to the GAP Committee.

D. METRICS AND ACCOUNTABILITY

1. On an annual basis, the Superintendents of Facilities and Human Resources shall jointly provide the Director of Education with an assessment of the Board's compliance with the Employee Photo Identification Card policy. Should the Director deem the level of compliance to be insufficient then immediate remedial actions shall be taken and the Board of Trustees shall be notified through a formal report to the next available Committee or Board meeting.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. This policy will be posted on the TCDSB Policy Register website.
2. Operational Guidelines shall be developed jointly by Facilities, Human Resources, Safe Schools, in consultation with employee groups, and shall be authorized by the Director or his/her designate. Any future amendments to the guidelines shall be authorized by the Director. Appendix B contains Operational Guideline considerations for the information of the Committee. It is expected that these guidelines will be finalized by June 2019.
3. The cost of printing employee photo ID cards (that are not dual access control cards) is expected to be minimal and will be absorbed in this year's operating budget. Further costing will occur in parallel with the development of the Operational Guidelines, but is not anticipated to be material. Should costs be material to the annual budget then a further report will be brought to the Corporate Services Committee advising of the budget impact.
4. The policy will come into effect on September 1, 2019.

F. STAFF RECOMMENDATION

That the Employee Photo Identification Cards Policy B.B. 06 provided in Appendix A and the Operation Procedures provided in Appendix B be adopted in principle and only be resubmitted to the Board should material changes be made based on consultation with employee groups.