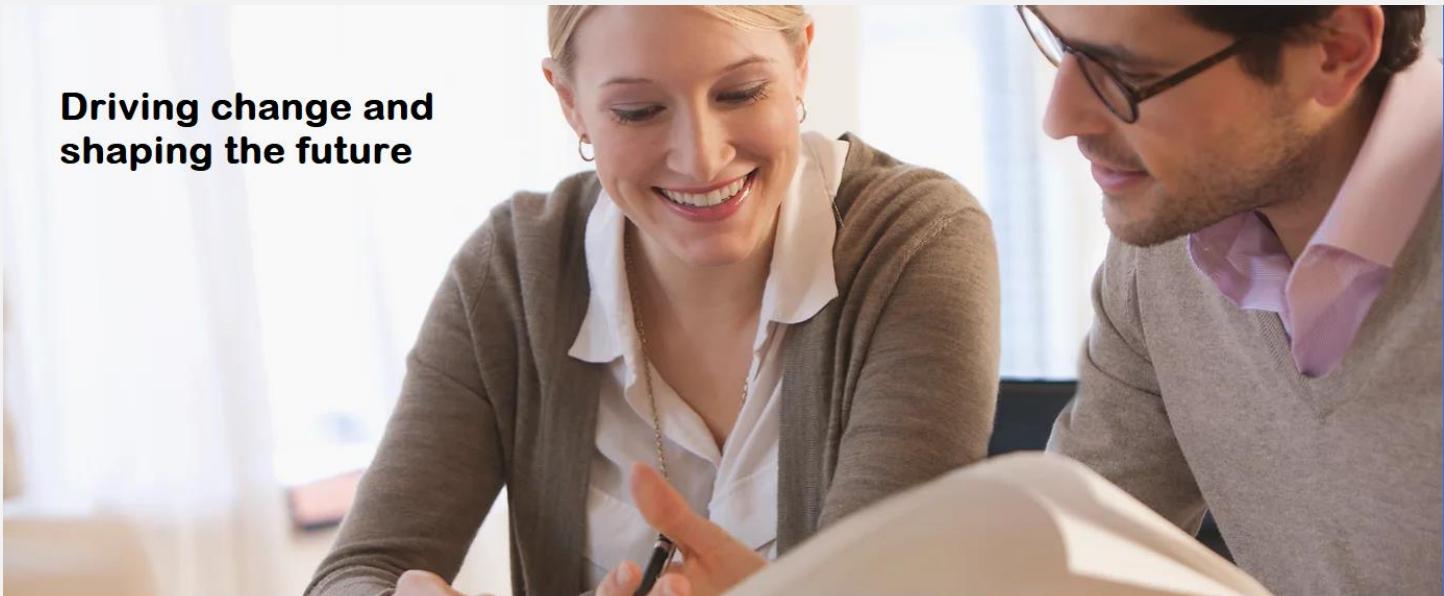


# HR QUARTERLY BULLETIN

AUTUMN 2022

**Driving change and shaping the future**



## LEGISLATIVE UPDATES

- Infectious Disease Emergency Leave
- Electronic Monitoring Policy
- Reservist Leave
- Disconnecting from Work Policy
- Non-Compete Agreements

## HEALTH & SAFETY

October is Global Ergonomics Month and developing an ergonomics program that focuses on prevention is essential in reducing injuries, lost time, and costs to your organization. October 10 is World Mental Health Day.

## INTERVIEWING TIPS

As many organizations are facing new challenges in recruiting and retaining valuable employees, it is crucial for employers to be prepared and ready to portray themselves as the “employer of choice!”



Employers have been adjusting to everchanging and shifting priorities during and post-pandemic. At S&G HR Consulting, we support local business in helping them adapt to these changes by providing consulting services, policy development, and training programs that fit their organization's unique, specific needs.



## LEGISLATIVE UPDATES

**Paid Infectious Disease Emergency Leave extended to March 31, 2023** – the *Employment Standards Act, 2000 (ESA)* was amended on April 29, 2021, requiring employers to provide eligible employees with up to three days of paid infection disease emergency leave for specific reasons related to Covid-19. Eligible employers can apply to be reimbursed for these payments through the Workplace Safety and Insurance Board.

**Electronic Monitoring Policy** - employers that employ 25-employee threshold on January 1, 2022, have until October 11, 2022, to meet the new requirement to have a written policy in place. the policy must state whether the employer electronically monitors employees, and the policy must include:

- a description of how, and in what circumstances, the employer may electronically monitor employees
- the purposes for which the employer may use the information obtained through electronic monitoring
- the date it was prepared and the date any changes were made to the policy

**Reservist Leave** - effective April 11, 2022, the length of time an employee must be employed before being eligible for reservist leave has been shortened, from six consecutive months to three consecutive months.

**Disconnecting from Work Policy** –employers that employ 25 or more employees on January 1 of any year must have a [written policy on disconnecting from work](#) in place by March 1 of that year. they must provide a copy of that policy to employees. Remember if you met the 25-employee threshold on January 1, 2022, had until June 2, 2022, to meet the new requirement under the ESA.

**Non-Compete Agreements prohibited** - employers are prohibited (with some exceptions), from entering into a [non-compete agreement](#) with an employee. non-compete agreement is defined in the ESA. This prohibition does not apply to non-compete agreements entered into before October 25, 2021.

## HEALTH & SAFETY

**October is Global Ergonomics Month.** Under the Occupational Health and Safety Act (OHSA), health and safety is a shared responsibility in the workplace and the Internal Responsibility System (IRS) encourages all employees to participate in making the workplace safe. Implementing an ergonomic program will place the focus on preventing injuries rather than treating them. This program includes education about causes of injuries and risk factors, and encourages good habits regarding posture, body mechanics and exercise. Some facts:

- 1 in every 10 adults in Canada had a repetitive strain injury (RSI) that was serious enough to limit normal activities
- Approximately 2.3 million Canadians at the age of 20 and over reported having an RSI the previous year
- Musculoskeletal Disorders (MSD) have consistently been the leading type of work injury over the past 10 years – 30% of lost-time claims in Ontario were due to MSDs in 2016

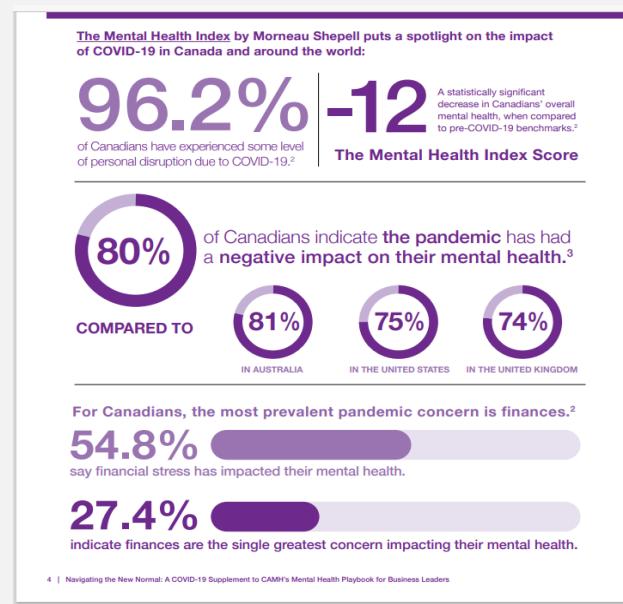
For more information on developing an MSD Prevention Program with additional tools and resources, go to [Public Services Health and Safety Association | Musculoskeletal Disorders \(MSD\) & Ergonomics \(pshsa.ca\)](https://www.pshsa.ca/).

**October 10 is World Mental Health Day.** The Centre for Addiction and Mental Health (CAMH) has provided a checklist for business leaders to support their employees' psychological health and safety:

- Implement and update your workplace mental health strategy with particular focus on inclusivity and tailor programs according to their unique contexts. Many employees who work from home are more likely to have moderate to severe anxiety levels than other groups.
- Ensure your leadership team receives mandatory mental health training including resiliency workshops. This also includes providing opportunities for employees to develop resiliency skills as well to be ready to deal with new challenges in a constructive manner.
- Put the right people and systems in place to help employees feel supported whether working remotely or at the work location. It is important to rely on strong HR professionals who are trained in mental health and wellness to help guide you and your team through the process.

- Update and monitor KPIs by measuring progress through indicators like absenteeism, presenteeism, short and long-term disability, ROI on mental health supports, and success of the return to the workplace.

To download CAMH's Mental Health Playbook for Business Leaders, visit [www.camh.ca/workplacementalhealth](https://www.camh.ca/workplacementalhealth).



## INTERVIEWING TIPS

As many organizations are facing new challenges in recruiting and retaining valuable employees, it is crucial for employers to be prepared and ready to portray themselves as the “employer of choice”!



1. **Ease the candidate into the interview** – offer a glass of water and help them feel comfortable. Provide a brief introduction of what you want to achieve during the meeting, advise the length of the interview, and that there will be time for questions afterward. This will set the tone for authentic responses.
2. **Interview scorecard prepared in advance** – have an interview guide ready with a set of consistent questions related to the job requirements and marking guidelines to rate each candidate’s responses (Example: 1-excellent evidence, 2-good evidence, 3-some evidence, 4-no evidence).
3. **Ask open-ended questions** – a simple “yes” or “no” does not suffice. To elicit appropriate responses based on the job requirements, ask questions such as *tell me a time when...*, *describe for me how you handled...*, *give me an example of...*”
4. **Observe non-verbal behaviour** – this includes how they sit, their tone of voice when responding, the gestures they make, and how much eye contact is made. For example, slouching may indicate lack of self-confidence while sitting attentively may indicate a professional and interested demeanour.
5. **Be conscious and aware of red flags** – resume errors that indicate a lack of attention to detail (typos, grammar, context), the candidate’s listening skills and how they speak, boastful remarks about other job offers, and a focus on promotional opportunities within the organization rather than the job opening itself.
6. **End the interview on a positive note** – be upbeat, positive, and allow an additional 10-15 minutes at the end of the interview for questions. Be attentive to the questions that may indicate additional red flags (salary/benefits focused questions). Advise the candidates of next steps and/or time frame of the decision-making process. Lastly, thank them for their time!

### Resources:

For your free Organizational Assessment, click [here](#)

For access to further resources and useful links relating to Covid-19, health and safety mandates, and public health updates, please visit: [S&G HR Consulting Resources](#).

For any additional questions, please contact us at: S&G HR Consulting **905-325-3396** or by email at [marina.glencross@sghrconsultingsoutions.com](mailto:marina.glencross@sghrconsultingsoutions.com).