



Disconnecting from Work

Date: 2022 05 31

Administrative Procedures

1. Responsibilities

- 1.1 The senior administrator responsible for Human Resource Services will be responsible for the implementation of this policy and procedure.

2. Expectations

- 2.1 An employee's "Regular Hours of Work" means an employee's normal hours of work as determined by their immediate supervisor and/or as set in their respective collective agreement, terms and conditions of employment, or employment contract. It is understood that employees may have different Regular Hours of Work depending on their position and the Board facility in which they work.
- 2.2 Employees are encouraged to send emails and voicemails during their Regular Hours of Work, where possible.
- 2.3 The Board aims to provide employees reasonable flexibility to perform their work and so does not prohibit sending emails or voicemails outside of their Regular Hours of Work; however, it asks that employees:
 - (i) be aware that the recipient(s) may feel compelled to answer emails outside of standard hours of operation or their Regular Hours of Work "right away" and thus encourages the sender to set realistic response time expectations for the recipient(s), where possible; and
 - (ii) employees should be mindful of scheduling meetings with colleagues that are outside of an attendee's Regular Hours of Work, it being recognized that circumstances requiring meetings outside of standard hours of operation or one's Regular Hours of Work hours may occur.
- 2.4 In the ordinary course of operations, there will be circumstances where it is necessary to perform work or contact employees/colleagues/parents/other third parties outside of standard hours of operation or one's Regular Hours of Work, including but not limited to ("Exceptions"):
 - (i) checking availability for scheduling;
 - (ii) to fill in on short notice for a colleague;
 - (iii) where unforeseeable circumstances or an emergency may arise;

(iv) other operational needs that require contact outside of one's Regular Hours of Work.

- 2.5 Employees in school/managerial leadership positions are generally expected to monitor their incoming messages outside of their Regular Hours of Work, in order to ensure that all matters are managed within an appropriate time frame, considering the nature and urgency of each issue.
- 2.6 This Policy does not restrict the Board's right to schedule and modify the hours of work of employees, nor does it prohibit employees from working outside of their Regular Hours of Work. However, these Procedural Guidelines do not supersede language contained within each employee's collective agreement, terms and conditions of employment, or employment contract. In the case of conflict, the language within the respective collective agreement, terms and conditions of employment / employment contract or an employee's entitlements under the Ontario *Employment Standards Act, 2000* shall prevail.
- 2.7 All employees are encouraged to turn on their out-of-office notifications and change their voicemail messages when on vacation, on a leave of absence or during Board designated non-working days (e.g. Christmas Break, two-week summer shutdown, etc.).
- 2.8 A copy of this policy and procedure shall be provided to all new employees within thirty (30) days of the date of employment.
- 2.9 Any changes to this policy or procedure will be communicated to all employees within thirty (30) days of any such changes.

3. Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

Definitions

Disconnecting from Work - not engaging in work-related activities or communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

Regular Hours of Work - the normal hours of work for the employee as determined by their immediate supervisor and the respective collective agreement, terms and conditions of employment, or employment contract. It is understood that employees may have different Regular Hours of Work depending on their position and the Board facility in which they work.

References

Ontario Employment Standards Act 2000