POLICY: DISCONNECTING FROM WORK			# 834
SECTION: 800 : Personnel and Employee Matters		Page 1 of 2	
APPROVAL/REVISION DATE: May 9, 2022	EFFECTIVE DATE: May 10, 2022	REVIEW DATE: May 10, 2027	
CROSS REFERENCE:	Ontario Employment Standards Act, 2000 Working for Workers Act, 2021		

A: POLICY

2.1 This policy supports the Thunder Bay Catholic District School Board employees in disconnecting from work outside of their normal working hours, subject to exceptions thus providing employees with the opportunity for proper balance between work and lifestyle which ought to positively impact employee wellness.

2.2 This Policy will be governed by and interpreted in accordance with all applicable legislation, including (but not limited to) Ontario's *Employment Standards Act*, 2000 (the "*ESA*") and *Working for Workers Act, 2021*.

2.3 The purpose of this policy is to reduce the practice of work-related communications outside of normal working hours including emails, telephone calls, video calls or the sending or reviewing of other messages.

B: DEFINITION

"Disconnecting from work" as defined in the ESA means not engaging in work related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

"Mass emails" refer to electronic mail messages sent to a large number of employees.

C. EXPECTATIONS

3.1 TBCDSB administration and employees must work together to ensure that everyone is able to disconnect from work outside of normal working hours in accordance with this policy.

3.2 Employees should make all reasonable efforts to book meetings and calls during the attendees' normal hours of work, subject to the exceptions detailed below.

3.3 While employee working hours will vary, each employee's hours of work are defined and may be varied, as to work hours or requiring an employee to be available for emergencies.

3.4 It is generally expected that all employees are able to complete their work, including reviewing and responding to any work-related communications, during their normal hours of work.

TBCDSB work-related communications outside of their normal hours of work, subject to the exceptions detailed below.

3.5 Mass emails produced for the purpose of providing information as to current or upcoming matters should not be circulated in the evening or weekend. Such emails should be delivered during normal working hours to ensure that an employee's non-work hours, vacation time, and personal and family life is respected. There may be situations where critical information of an urgent nature must be provided through mass emails delivered in the evening or on the weekend.

3.6 To provide new employees with a copy of this Policy within 30 days of the employee's start date.

3.7 Review of this policy will be in accordance with Policy 201 Development & Revision or as often as may be required.

D: EXCEPTIONS:

4.1 There are situations when it is necessary for employees to perform work or communicate with colleagues outside of their normal hours of work, including, but not limited to the following:

4.1.1 Where an emergency or exigent circumstances arise, with or without notice.

4.1.2 To assist or fill in at short notice for a colleague.

4.1.3 Where the nature of the employee's duties require work and/or work-related communications outside of their normal hours of work.

4.1.4 Unforeseeable operational reasons.