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| <i>Rainy River District School Board</i> | SECTION 3 <i>Personnel</i> |
| DISCONNECT FROM WORK | 3.99 |

POLICY

The Rainy River District School Board will encourage employees to disconnect from work when appropriate.

RATIONALE

Although there are situations when it is necessary for employees to perform work or communicate with others outside of their normal hours of work, disconnecting from work assists in achieving a healthy work-life balance. Disconnecting at appropriate times also enables employees to work more productively during their actual working hours and reduces the likelihood of employee burnout.

IMPLEMENTATION

As per guidelines below and *Bill 27 Working for Workers Act*.

GUIDELINES

1.0 General Guidelines

- 1.1 The Human Resources Department will provide new employees with a copy of this policy as part of the employee’s onboarding, providing the employee with their normal hours of work given the nature of their work and any other information required to assist employees with complying with this policy.
- 1.2 Aside from emergency communications, management and employees will disconnect from the workplace at appropriate times, as per their normal hours of work.
- 1.3 No penalty or other reprisal action will be taken against employees who have questions regarding this policy or request compliance with it. Legitimate employer direction and/or corrective action towards employees is not considered “reprisal action”.

2.0 Supervisor Responsibilities

- 2.1 Supervisors will be responsible to take all reasonable steps to ensure that the employees under their supervision are able to disconnect from work outside of their normal hours of work. This includes advising employees of the limited instances in which they may be expected to respond and/or perform work outside of their normal hours of work.

2.2 Supervisors will work to resolve any employee concerns about this policy and will not penalize employees who have questions or concerns with this policy or the compliance with the policy.

3.0 Employee Responsibilities

- 3.1 Employees will take all reasonable steps to ensure that they effectively manage their work and work-related communications during their normal working hours. This includes:
- fully cooperating with any time recording methods which the Board uses to track hours of work;
 - taking all reasonable steps to ensure that their colleagues are able to disconnect from work in accordance with this policy; and
 - notifying their supervisor if they feel undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with this policy.

Definitions:

The term “**disconnecting from work**” is defined in the *Employment Standards Act* to mean 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.

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| <p><u>CROSS-REFERENCE</u></p> | <p><u>Date Approved</u> June 7, 2022</p> <p><u>Resolution</u> 277</p> <p><u>Review Prior to</u> 2023</p> | <p><u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u></p> <p>Ontario’s <i>Employment Standards Act</i>, 2000 (the “<i>ESA</i>”)</p> <p><i>Occupational Health and Safety Act (OHSA)</i></p> <p><i>Bill 27, Working for Workers Act, 2021</i></p> <p><i>Ontario Human Rights’ Code</i></p> |
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