

PERSONNEL

Disconnecting From Work

1.0 Objective

- 1.1 This procedure is informed by the *Employment Standards Act 2000*, as amended by the *Working for Workers Act 2021*.
- 1.2 The objective of this procedure is to provide guidelines to eliminate or significantly reduce the practice of work-related communications after hours including emails, telephone calls, video calls or the sending or reviewing of other messages.
- 1.3 This procedure is to be interpreted and applied in accordance with the District's commitment to promoting and upholding Indigenous rights and human rights in all of its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible and free from discrimination and harassment consistent with the Indigenous Education Policy, the Workplace Harassment Policy and any DDSB policies on human rights or a safe and respectful workplace.

2.0 Definitions

In this procedure,

- 2.1 "After-Hours" refers to any time between the hours of 6:00 p.m. - 7:00 a.m., Monday to Friday, all day Saturday, Sunday, statutory holidays, and (if applicable) any other Board-designated non-working days.

The above definition may be varied depending on specific agreements with employees, as to employee work hours or requiring an employee to be available for After-Hour emergencies. More information on Emergency Operations can be found in Procedure - Emergency Operations Procedure.

- 2.2 "Disconnect from Work" means not engaging in work-related communications, including emails, telephone calls, video calls, or the sending or reviewing other messages, so as to be free from the performance of work.
- 2.3 "Mass e-mails" refer to electronic mail messages sent to a large number of employees.

3.0 Procedure

- 3.1 Employees are advised to Disconnect from Work After-Hours, unless the matter can reasonably be constituted as an emergency or a significant event that calls for immediate action.

- 3.2 Mass e-mails produced for the purpose of providing information as to current or upcoming matters related to the Durham District School Board, should not be circulated After-Hours. Such e-mails should be delivered during business hours only, to ensure that employees' non-work hours, vacation time, and personal and family life be respected. There may be unique situations where critical information of an urgent nature must be provided through Mass e-mails delivered After-Hours.
- 3.3 This procedure provides employees with the opportunity for proper balance between work and lifestyle which ought to positively impact employee wellness.
- 3.4 A copy of this procedure copy shall be provided to all Durham District School Board employees within 30 days of the amendment date. A copy of this procedure shall also be provided to all new employees within 30 days of the employee joining the Durham District School Board.

4.0 Reference Documents

- 4.1 Other Documents
Employment Standards Act, 2000
Working for Workers Act, 2021

Appendix:
None

Effective Date
2018-01-01

Amended
2022-01-25