



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

- **Employee Relations**

Policy: DISCONNECTING FROM WORK

Regulation Code: HR-4.6.1

Policy Code Reference: HR-4.6

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This Administrative Regulation is written in accordance with the guiding principles in Board Policy HR-4.6, Disconnecting from Work.

The Kawartha Pine Ridge District School Board values the health and wellbeing of all employees. Disconnecting from work is vital for individual wellbeing as well as sustaining a good work-life balance. The board recognizes the importance of every employee having the ability to disconnect outside of their normal working hours and enjoy free time away from work without being disturbed.

This Administrative Regulation provides practical guidance on the right to disconnect for managers and employees.

1. Application

- 1.1 This Policy and Administrative Regulation apply to all employees of the board who are considered employees under the Ontario Employment Standards Act, 2000.
- 1.2 This Policy and Administrative Regulation do not grant employees a right to disconnect beyond what is within their individual employment contract, applicable collective agreement and/or their minimum statutory entitlements under the Ontario Employment Standards Act, 2000 and/or any other Act or Legislation.
- 1.3 Nothing in this Policy and Administrative Regulation prevents the board or other employees of the board from contacting colleagues outside of their normal working hours when unforeseeable or emergency situations arise or operational reasons require contact outside of normal working hours.

2. Communications

- 2.1 Where possible, emails, meeting invitations, and social communications from employees should be checked and/or sent during normal working hours, while also appreciating that work hours may vary between employee groups, and some employees may send communications at a time which is inconvenient to another. Where this is the case, the sender should consider the timing of their communication and understand that the recipient should not be expected to respond until their next work day unless a response is otherwise required before then.

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- 2.2 Some employees, depending on their role, may be provided with handheld devices, including but not limited to, a mobile phone, laptop or tablet. It is important to be aware that these are provided to employees to allow flexibility in how employees complete their work. This does not imply that the employee makes themselves available for work at all times.

3. Obligations

In order to encourage a culture where employees feel they can disconnect from work, it is important that a joint approach is taken and that everyone recognizes their obligations to achieve this.

3.1 Role of Management:

- 3.1.1 ensure that employees are informed of what their normal working hours are reasonably expected to be and are informed of the circumstances in which they will be expected to engage in work-related communications outside of their normal working hours;
- 3.1.2 set clear expectations about customer service standards including response times for work related emails or phone calls received after hours;
- 3.1.3 ensure employees take mandatory breaks as required in collective agreements and Ontario Employment Standards Act, 2000, during the day to support physical and mental health;
- 3.1.4 encourage employees to discuss any concerns with workload or other factors impacting their ability to disconnect from work in accordance with this policy; and
- 3.1.5 demonstrate commitment to the policy.

3.2 Role of Employees:

- 3.2.1 co-operate fully with any applicable mechanism utilised by the board to record working time or update their working status (e.g., out-of-office messages);

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- 3.2.2 be mindful of colleagues' working hours (e.g. by not routinely emailing or calling outside their normal working hours and expecting answers or responses outside of normal working hours); and
- 3.2.3 discuss factors impacting their ability to disconnect, in accordance with this policy, with their supervisor.