
**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 430	
Effective	June 1, 2022
Revision Date	

DISCONNECTING FROM WORK

PURPOSE

This administrative procedure has been developed to support the health and welfare of staff members. Moose Factory Island District School Area Board encourages employees to make their own well-being a priority and to sustain a healthy work-life balance.

DEFINITIONS

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

NOTE: This definition will be changed if there are specific agreements with staff members about working hours, or special arrangements such as being available for after-hour emergencies.

Disconnecting: Disconnecting from work means not engaging in work-related communications outside of the staff member's working hours.

APPLICATION

This procedure applies to all staff members, whether working in the workplace, remotely, or flexibly between the workplace and remote locations.

PROCEDURES**1. Board Guidelines**

- 1.1. The Board will follow the directives of the *Ontario Employment Standards Act 2000*, as amended by the *Working for Workers Act 2021*.
- 1.2. The Board intends to eliminate or significantly reduce the practice of work-related communications after hours, including emails, telephone calls, video calls, and the sending or reviewing of other messages.
- 1.3. Nothing in this administrative procedure prevents administrators or other staff members from contacting staff members, Board clients, parents, etc. in situations when it is necessary to communicate outside of normal working hours, subject to any rights a receiving staff member may have under the *Ontario Employment Standards Act*. These situations include, but are not limited to, times when:

- a) staff members voluntarily want to communicate with one another for work-related purposes outside of normal working hours;
- b) it is necessary to check availability for scheduling;
- c) an individual is needed to fill in on short notice for a colleague who has called in sick or is unavailable for work;
- d) there are unforeseen circumstances or operational needs; or
- e) there is an emergency.

1.4. Mass electronic mail messages sent to a large number of staff members to provide information about current or future issues should not be circulated after-hours, except in special situations requiring communication of essential information of an urgent nature. Such e-mails should be delivered during business hours only, in order to respect the personal and family life of staff members.

2. Administrative Responsibilities

- 2.1. Supervisors and managers will ensure that staff members are informed about their normal working hours, and are able to work in a healthy and safe environment.
- 2.2. They will ensure that staff members are able to take the meal times, rest periods, hours free from work, and vacation or leave time as required by law, their employment contract or Collective Agreement.

3. Staff Responsibilities

- 3.1. Staff members are expected to manage their working time effectively and to fulfill their obligations to the Board. There may be busier times when work, such as the writing of reports, must be completed outside of normal working hours.
- 3.2. Staff members are asked to take reasonable care to protect their health and safety and that of their colleagues.
- 3.3. Staff members are expected to be mindful of the working hours of their colleagues and to avoid routinely contacting them outside normal working hours.
- 3.4. Staff members will notify their supervisor or manager in writing of situations when their periods of freedom from work were not provided under the terms of this procedure.

4. Notice to Staff

- 4.1. A copy of this administrative procedure will be provided to each staff member within thirty (30) calendar days of implementation. A new copy will be provided within thirty (30) days if the procedure is revised.
- 4.2. All new Board employees will receive a copy of this procedure within thirty (30) days of beginning employment.

Legal References:

Ontario Employment Standards Act 2000

Working for Workers Act 2021

Ontario Occupational Health and Safety Act 1990

Education Act, Section 169.1 Board Powers and Duties: School Climate

Board References:

Board Policy GOV-01 Vision, Mission, and Values

Board Policy GOV-07 Equity and Inclusion

Board Policy GOV-26 Health and Safety

Administrative Procedure 147 Staff and Student Use of Technology

Administrative Procedure 418 Occupational Health and Safety Committee

Collective Agreements