



DISCONNECTING FROM WORK

Procedures

1.0 Disconnecting from Work

All 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. This means not engaging in work-related communications including emails, telephone calls, video calls, or the sending or reviewing of other messages. Employees should be completely free from the performance of work after-hours.

The expectation is that all employees will check their email at least once during each of their defined work days.

After-hours will be defined as any time between 6:00 p.m. – 7:00 a.m., Monday to Friday, as well as all day Saturday, Sunday, statutory holidays, and (if applicable) any other Board-designated non-working days.

The definition above may be varied depending on specific agreements with employees, as to employee work hours or requiring an employee to be available for after-hours emergencies.

This provides employees with the opportunity for proper balance between work and lifestyle which ought to positively impact employee wellness.

2.0 Informing Staff

A copy of this procedure shall be provided to all District School Board Ontario North East (DSB1) employees within 30 calendar days of the amendment date.

A copy of this procedure shall also be provided to all new employees within 30 calendar days of the employee joining DSB1.

3.0 Mass Emails

Mass emails produced for the purpose of providing information as to current or upcoming matters related to DSB1 should not be circulated after-hours. Such emails 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 emails delivered after-hours.

References

Employment Standards Act, 2000
Working for Workers Act, 2021