



Policy: Right To Disconnect: Fostering a Healthy Workplace

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1.0 Purpose

- 1.1 The Superior North Catholic District School Board Right to Disconnect: Fostering a Healthy Workplace policy outlines employee's right to disconnect from the performance of work outside of normal work hours, scheduled time off or approved leave of absence in accordance with the Board's commitment to a healthy workplace, [Bill 27, Working for Workers Act, 2021](#), and the [Employment Standards Act](#).

2.0 Policy Statement

- 2.1 The Superior North Catholic District School Board supports the health and well-being of its employees and encourages a healthy and sustainable work-life balance. All employees have a right to disconnect from work outside of employee normal work hours, scheduled time off, and approved leaves of

absence. This Policy outlines how the Superior North Catholic District School Board will enable employees to disconnect from the performance of their duties outside of their hours of work as determined by their collective agreement, terms and conditions of employment, and/or employment contracts.

3.0 General Parameters

- 3.1 Senior Administration will model, encourage and promote employees to disconnect from work.
- 3.2 Managers/Supervisors and Principals are to respect the normal work hours of employees.
- 3.3 Employees are expected to complete their work within their normal work hours, unless there is a requirement for overtime as approved by their immediate supervisor, and in accordance with their Collective Agreement or Terms and Conditions of Employment.
- 3.4 Employees may disconnect from work, outside normal work hours, scheduled time off, or approved leaves of absence; subject to specific exceptions, including but not limited to: emergencies, designated as on-call, assigned overtime or an agreement to do so.
- 3.5 Any discrepancy between this Policy and an employee's employment contract, the collective agreements, terms and conditions of employment, and/or relevant Board policies, shall take precedence.
- 3.6 Any employee of the Board who materially contravenes the Policy may be subject to disciplinary action where appropriate in accordance with Board Policy 521, Employee Progressive Discipline. Material contravention is deemed to be repeated incidents (i.e. requiring employees to complete duties from work communication after normal work hours).

4.0 Responsibilities

4.1 Director of Education:

- 4.1.1 To promote and model a positive and healthy workplace; and
- 4.1.2 To oversee compliance with the Right To Disconnect: Fostering a Healthy Workplace policy and related procedures.

4.2 Human Resources Manager or Designate:

- 4.2.1 To support the implementation and compliance with the Right To Disconnect: Fostering a Healthy Workplace Policy and related procedures;
- 4.2.2 To provide Managers/Supervisors and Principals with support and resources related to implementation of this policy;
- 4.2.3 To provide clear normal work hours, as stipulated by Collective Agreements, Terms and Conditions of Employment, and Employment contracts; and
- 4.2.4 To promote awareness of the policy and provide support to all employees.

4.3 Information Technology Manager:

- 4.3.1 To ensure the technology and procedures are in place to support the implementation and compliance with the Right To Disconnect: Fostering a Healthy Workplace Policy.

4.4 Senior Administration:

- 4.4.1 To promote and model a positive and healthy workplace;
- 4.4.2 To consult with the Human Resources Department regarding operational requirements outside of normal work hours; and
- 4.4.3 To support and manage employees to respect the normal work hours, scheduled time off or leaves of absence.

4.5 Managers/Supervisors and Principals

- 4.5.1 To promote and model a positive and healthy workplace;
- 4.5.2 To allow employees to disconnect from work when outside normal work hours, scheduled time off or leaves of absence;
- 4.5.3 To ensure employees respect the working hours of colleagues; and
- 4.5.4 To communicate consistently with employees.

4.6 Employees

- 4.6.1 To promote and participate in a positive and healthy workplace;
- 4.6.2 To meet all work related requirements and expectations during normal work hours;
- 4.6.3 To disconnect from work when outside of normal work hours or leaves of absence; subject to specific exceptions, including but not limited to: emergencies, designated as on-call, assigned overtime or an agreement to do so (i.e., muting or silencing notifications on apps, not accessing work email, removing work applications from personal devices while on leave, etc.);
 - a. When on an approved medical leave of absence, employees are required to communicate with the Human Resources Manager or designate, in compliance with the approved medical leave of absence process.
- 4.6.4 To respect the normal work hours of employees at the Catholic Education Centre (CEC) and schools; and
- 4.6.5 To make every effort to resolve Right To Disconnect issues with their Manager/Supervisor and Principal, where possible.

5.0 Definitions

- 5.1 **Disconnecting from work** shall mean not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.
- 5.2 **Normal work hours** are the hours that employees are expected to be engaged in the performance of their work duties as may be prescribed under Collective Agreements, Terms and Conditions of Employment, Employment Contracts and any relevant SNCDSB Policies.
- 5.3 **Approved leave of absence** is a temporary stoppage of work that is initiated by the employee and approved by Human Resources or designate.
- 5.4 **Scheduled time off** shall mean the time that employees have scheduled off from normal work hours. This may include, but not limited to, sick time, personal time, vacation time, etc.

References

- [Bill 27, Working for Workers Act, 2021](#)
- [Employment Standards Act](#)
- Policy HR-521 Employee Progressive Discipline
- Policy IT-702 Acceptable Use of Technology - Users
- OECTA Permanent Teacher Collective Agreement
- OECTA Occasional Teacher Collective Agreement
- SEIU Collective Agreement
- CPCO Terms and Conditions of Employment
- Exempt/Non-Union Employee Terms and Conditions of Employment
- York Catholic District School Board Right To Disconnect: Fostering a Healthy Workplace Policy

Approval and Review Dates

Prior Date Approved: N/A

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Reviewed by: Policy Committee, Executive Council