

GENERAL 3100

DISCONNECTING FROM WORK 3006

1. Rationale

The health and well-being of Simcoe County District School Board (SCDSB) employees is of the utmost importance. As an organization, the board encourages and supports SCDSB employees in prioritizing their own well-being. Disconnecting from work is vital for a person's well-being, as well as sustaining a good work-life balance.

The SCDSB recognizes that every employee has the right to, and should, disconnect from work outside of their normal working hours unless there is an emergency or agreement to do so, for example while "on-call".

The SCDSB encourages employees to disconnect from work and create a good work-life balance, whether an employee is working traditional hours in the workplace, working remotely or has a flexible working arrangement.

2. Policy

It is the policy of the SCDSB to ensure that employees can disconnect from work.

3. Definition

Disconnecting from work means 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.

4. Guidelines

Supervisors have most interaction with their staff. It is important that supervisors ensure their respective employees can disconnect from work outside of normal working hours. Should an employee have concerns surrounding their working time or is unable to disconnect from work, it is important that this be brought to the attention of the supervisor to try to resolve any concerns.

While it is important that employees can regularly disconnect from work, there may, on occasion, be legitimate situations when it is necessary to contact employees outside of normal working hours, including but not limited to:

- i. filling of daily absences;
- ii. where unforeseeable circumstances may arise;
- iii. where an emergency may arise; and/or,
- iv. where business and operational reasons require contact outside of normal working hours.

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5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

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