

	<b>YORK CATHOLIC DISTRICT SCHOOL BOARD</b>	
	<b>BOARD POLICY</b>	
	<i>Policy Section</i>	<i>Policy Number</i>
	<b>Human Resources</b>	<b>430</b>
	<i>Former Policy #</i>	<i>Page</i>
		<b>1 of 4</b>
	<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
		<b>May 31, 2022</b>

**POLICY TITLE: RIGHT TO DISCONNECT: FOSTERING A HEALTHY WORKPLACE**

**SECTION A**

**1. PURPOSE**

The York Catholic District School Board Right To Disconnect: Fostering a Healthy Workplace policy outlines staff'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. OBJECTIVE**

The York Catholic District School Board supports the health and well-being of its staff and encourages a healthy and sustainable work-life balance. All staff have a right to disconnect from work outside of staff normal work hours, scheduled time off, and approved leaves of absence. This Policy outlines how the York Catholic District School Board will enable staff 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, or employment contracts.

**3. PARAMETERS**

- 3.1 Senior Administration will model, encourage and promote staff to disconnect from work.
- 3.2 Managers/Supervisors are to respect the normal works hours of staff.
- 3.3 Staff 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 or Employment contracts.
- 3.4 Every reasonable effort will be made to allow staff to 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 employees' terms and conditions of employment, the latter 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 412 Progressive Discipline of Employees*. Material contravention is deemed to be repeated incidents (i.e. Not engaging in work-related communication 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. RESPONSIBILITIES**

##### **4.1 Director of Education**

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

##### **4.2 Superintendent of Human Resources and International Education**

- 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.
- 4.2.4 To promote awareness of the policy and provide support to all staff.

##### **4.3 Chief Information Officer**

- 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 Team**

- 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.
- 4.4.3 To support and manage staff to respect the normal work hours, scheduled time off or leaves of absence.

##### **4.5 Principals/Managers/Supervisors**

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

##### **4.6 Staff**

- 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 (e.g., muting or silencing notifications on apps, not accessing work email, removing work applications from personal devices while on leave, etc.).
  - 4.6.3.1 When on an approved medical or personal approved leave of absence, staff are required to communicate with Employee Health and Safety Services, in compliance with the approved leave of absence process or procedures.
- 4.6.4 To respect the normal work hours of all YCDSB staff.
- 4.6.5 To make every effort to resolve Right to Disconnect issues with their Principal/Manager/Supervisor, where possible.

## 5. DEFINITIONS

### 5.1 Disconnect from Work

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.

### 5.2 Normal work hours

The hours that staff 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 YCDSB policies.

### 5.3 Approved Leave of Absence

A temporary stoppage of work that is initiated by the employee and approved by Human Resources.

### 5.4 Scheduled time off

The time that staff have scheduled off from normal work hours. This may include, but not limited to, sick time, personal time, vacation time, family time, etc.

## 6. CROSS REFERENCES

[Bill 27, Working for Workers Act, 2021](#)  
[Employment Standards Act, 2000](#)

YCDSB [Policy 109 Records and Information Management](#)

YCDSB [Policy 317 Electronic Communications and Social Media](#)

YCDSB [Policy 412 Progressive Discipline of Employees](#)

[CUPE Local 1571 Collective Agreement](#)

[CUPE Local 2331 Collective Agreements](#)

[CUPE Local 5476 Collective Agreement](#)

[Elementary and Secondary Principals'/Vice Principals' Terms and Conditions of Employment](#)

[Exempt/Non Union Employees' Terms and Conditions of Employment](#)

[OECTA Collective Agreement \(Permanent Teachers\)](#)

[OECTA Collective Agreement \(Occasional Teachers\)](#)

[OSSTF Collective Agreement](#)

<b>Approval by Board</b>	<b>May 31, 2022</b> <i>Date</i>
<b>Effective Date</b>	<b>June 1, 2022</b> <i>Date</i>
<b>Revision Date(s)</b>	 <i>Date</i>
<b>Review Date</b>	<b>May 2026</b> <i>Date</i>