



ADMINISTRATIVE PROCEDURE PERSONNEL AND STAFF RELATIONS	
Effective:	June 2, 2022
Last Revised:	May 31, 2022

---

## DISCONNECTING FROM WORK

---

### 1. PURPOSE

Rainbow District School Board is committed to fostering a safe and healthy work environment for all employees and encourages employees to achieve a healthy and sustainable work-life balance.

While this procedure does not preclude employees from contacting individuals for work related purposes outside of what may be considered working hours, this procedure will provide guidelines to support employees to disconnect from work so as to reduce work-related communications after hours including emails, telephone calls, video calls or the sending or reviewing of other messages.

### 2. DEFINITIONS

“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.

“After-Hours” – refers to the time outside of an employee’s working hours as defined in their terms and conditions of employment or under their collective agreement.

“Electronic communication” – refers to any form of communication – including email, text or video messaging - sent by or received using electronic media such as computers, laptops, cell phones, or other devices, whether personal or Board-issued.

### 3. APPLICATION

This procedure applies to all employees of Rainbow District School Board.

Employees may disconnect from work after hours, unless the matter can reasonably be constituted as an emergency or a significant event that calls for immediate action or other operational reasons that require contact outside of an employee’s regular working hours.

Responding to work-related electronic communications should occur during regular working hours. Employees may choose to send communications beyond the regular school or work day. It will be the general practice that recipients respond to business communications on their next working day, unless there is an emergency, a significant event or an operational matter that requires immediate attention and/or action. While employees will not be expected to respond to non-urgent email after hours, it is recognized that some may choose to do so.

#### **4. POSTING, NOTICE AND RETENTION**

An electronic copy of this procedure will be provided to each employee within 30 calendar days of implementation. Should any changes be made, after its implementation, each employee will be sent an electronic copy of the revised procedure within 30 days of the revisions being made. This procedure will be provided to all new employees electronically within 30 calendar days of the employee commencing employment.

The Board will retain a copy of this administrative procedure and any revisions for a period of three years after it ceases to be in effect.

#### **REFERENCE DOCUMENTS**

##### ***Legal:***

Ontario working for Workers Act, 2021 S.O. 2021, C. 35- Bill 27  
Ontario Employment Standards Act, 2000, S.O. 2000, C. 41  
Ontario Occupational Health and Safety Act, R.S.O. 1990, c. 0.1

##### ***Board References:***

Board Policy No. GOV-01 Board Vision, Mission, and Values  
Administrative Procedure: Acceptable Use of Information and Communication Technologies