



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES

THE RIGHT TO DISCONNECT: FOSTERING A HEALTHY WORKPLACE

Scope and Intention

The Huron Superior Catholic District School Board Right To Disconnect: Fostering a Healthy Workplace Policy outlines statutory responsibilities under Bill 27, *Working for Workers Act, 2021*, the *Employment Standards Act* and the Board's commitment to a healthy workplace and work-life balance for staff. This includes the ability for staff to disconnect from work outside of core business hours and staff work hours.

Definitions

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.

Core Business Hours

Core business hours are the hours that the Huron-Superior Catholic District School board is open and operating. This is 8:30 am to 4:30 pm, Monday to Friday, excluding holidays (statutory and Organization specific). School hours will vary subject to bell times and student transportation requirements.

Staff 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, and Employment Contracts.

Parameters

- Senior Administration will model, encourage and promote staff to disconnect from work;
- Managers/Supervisors are to respect the non-working hours of staff;
- Hourly staff are expected to complete their work within their scheduled workday, unless there is a requirement for overtime as approved by their immediate supervisor.;
- Salaried staff are required to complete their work as outlined in their collective agreement, terms and conditions of employment or employment contract and any applicable legislation;
- Staff may disconnect from work, outside of core business hours and work hours (Staff Work hours), scheduled time off, or leave of absence.

Responsibilities

Director of Education

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

Superintendent Responsible for Human Resources / Manager of Human Resources

- To support the implementation and compliance with the Right To Disconnect: Fostering a Healthy Workplace Policy and related procedures;
- To provide support and resources for Managers/Supervisors and Principals;
- To review and provide clear, core business hours and staff work hours, as stipulated by Collective Agreements, Terms and Conditions of Employment, and Employment contracts;
- To provide support and awareness of the policy to all staff.

Superintendent Responsible for IT / Manager of IT

- 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 (e.g., out of office messages).

Senior Team

- To promote and model a positive and healthy workplace;
- To consult with the Human Resources Department regarding operational requirements outside of core business hours and staff work hours;
- To support and manage staff to respect the core business hours and staff work hours.

Principals/Managers/Supervisors

- To promote and model a positive and healthy workplace;
- To allow staff to disconnect from work, when outside core business hours and staff work hours;
- To ensure staff respect the working hours of colleagues;
- To communicate consistently with staff;
- To communicate this policy to their broader school communities.

Staff

- To promote and participate in a positive and healthy workplace;
- To meet all requirements and expectations during working hours and/or day;
- Should they choose, to disconnect from work when on scheduled time off or leave of absence (e.g. muting or silencing notifications on apps, not accessing work e-mail, removing work applications from personal devices while on leave, etc.);
- To respect the work hours of staff at the Mount St. Joseph Catholic Education Centre and Schools;
- When on an approved medical or personal leave of absence, disconnect from work, except to check in, with requirements of the Leave of Absence process or procedures.

Operationalizing this Procedure

- Senior staff and Human Resources staff will be meeting regularly to discuss the best ways to operationalize this procedure;
- It should be noted, that while the board will make every effort to respect staff's right to disconnect, there will be times (depending on the role of the staff member) where they need to be contacted outside of working hours (e.g., imminent health and safety issue, situation where extensive damage could result to board facilities, significant risk to the ongoing operations of the board).

The Huron-Superior Catholic District School Board wishes to recognize the work of the York Catholic District School Board in the creation of this procedural guideline.