



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Disconnecting from Work	<i>Administrative Procedure Number</i> 515
<i>Directional Administrative Procedure</i> DP500 – Employee Relations	

Title of Administrative Procedure:

Disconnecting from Work

Date Approved:

May, 2022

Projected Review Date:

May, 2027

Directional Administrative Procedure Alignment:

PVNCCDSB is committed to the health, well being and work life balance of its employees, as well as the continued safety and efficiency of its operations. The purpose of this Administrative Procedure is to identify the Board’s expectations and requirements with respect to the ability of employees to disconnect from work.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure supports the Being Well pillar by shared understanding of the Board’s expectations as it relates the right to disconnect from work.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

While digital tools allow employees flexibility and the ability to communicate with their colleagues easily it is important to maintain work life balance. Employees have the right to disconnect from work and this Administrative Procedure ensures employees are aware of this. The term “disconnecting from work” is defined in the Employment Standards Act as not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from performance of work.

1. Employees are not expected to respond to phone calls, emails or texts from their colleagues, supervisor, parents, students or other stakeholders during non-work hours, except in the case of an emergency.
2. Employees should use reasonable judgment when communicating with their colleagues outside of work hours.
3. PVNCCDSB will provide a copy of this Administrative Procedure to all employees to whom the Administrative Procedure applies, and will do so within thirty (30) days of preparing or revising the Administrative Procedure. It will provide a copy of the Administrative Procedure to all new employees to whom the Administrative Procedure applies within the first 30 days of their employment commencing.
4. PVNCCDSB may amend this Administrative Procedure from time to time as it deems necessary or appropriate. This Administrative Procedure will, at all times, be applied in accordance with the applicable employment standards, occupational health and safety, and human rights legislation, as well as the Collective Agreement, where applicable.

Responsibilities:**The Board of Trustees is responsible for:**

- Ensuring alignment with the Employee Relations Directional Policy.
- Reviewing the Disconnecting from Work Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Ensuring the implementation of and compliance with this Administrative Procedure, including the designation of required resources.

Human Resource Services is responsible for:

- Ensuring all current and new employees receive a copy of this Administrative Procedure.

Superintendents, Principals, Vice Principals, Managers and Supervisors are responsible for:

- Having an understanding of this Administrative Procedure and the ability of employees to disconnect from work.
- Determining a mutually agreeable method for reaching their staff in the event of an emergency.

All Staff are responsible for:

- Understanding their right to disconnect from work outside of normal working hours unless it is an emergency.
- Working with their Supervisor to determine a mutually agreeable method to communicate after hours in the event of an emergency.
- Using reasonable judgment when communicating with their colleagues outside of work hours.

Progress Indicators:

- Staff will communicate that this Administrative Procedure has contributed to their work life balance and overall well being.

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.
- “Emergency” means a serious event that occurs unexpectedly and requires urgent attention and/or action. Examples include, but are not limited to:
 - (a) a matter related to safety and security of Board property;
 - (b) a lack of appropriate staffing;
 - (c) a school closure;
 - (d) a matter related to the health and safety of an employee or student.
- “Non-work Hours” means hours outside of an employee’s scheduled work hours (including overtime).

References:

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