

Policy Manual – Human Resources

H.M.02 The Right to Disconnect from Work

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the mode

POLICY STATEMENT

The Hamilton Wentworth Catholic District School Board supports the faith formation, health and well-being of its staff and encourages work-life balance. The Board believes that uninterrupted time away from work improves an employee’s physical, mental and spiritual well-being.

Purpose

The purpose of this policy is to provide a framework to support the right of employees to disconnect from work communications outside of normal work hours and during scheduled time off or approved leaves 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.

Definitions

Disconnect from Work:

Disconnecting from work means not engaging in work-related communications, including emails, telephone calls, video calls, or sending or reviewing messages outside of regular hours of work.

While the *Employment Standards Act* requires employers to develop a policy regarding the right to disconnect from work, the *Employment Standards Act* does not specify that employers’ written disconnect from work policies provide a new right for the employee to disconnect from work and be free from the obligation to engage in work-related communications.

Application / Scope

This policy applies to all employees of the Board.

Responsibility: Director of Education and Superintendent of Human Resources

Regulations

Bill 27, the Working for Workers Act 2021

Ontario Employment Standards Act 2000

Related Policies and Administrative Procedures

H.M.02 The Right to Disconnect from Work – Procedures

Various Collective Agreements and Terms and Conditions

Related Board Committee: Committee of the Whole

Policy Review Date

BM Original Policy Approved 21 June 2022

Revisions:

To be reviewed every five years