



PROCEDURE

Title: **DISCONNECTING FROM WORK
EMPLOYEE PROCEDURE**

Procedure No.: 5017c
Effective Date: **2022 June 02**

Department: Human Resources Services, Organizational
Support Services

Reference(s):

1.0 Objective

The Thames Valley District School Board (TVDSB) wishes to provide guidelines to its employees to eliminate or significantly reduce the practice of After-Hours work-related communications including emails, telephone calls, video calls/meetings, text messages, or the sending and/or review of other messages.

2.0 Definitions

In this procedure,

- 2.1 “After Hours” generally means from 6:00 p.m. to 7:00 a.m. Monday to Friday and from Friday 6:00 p.m. to 6:00 p.m. on Sunday. This definition will be varied depending on the working hours of different employees and is subject to the obligation to be available for After Hours emergencies.
- 2.2 “Disconnect from Work” means not engaging in work-related communications, including emails, telephone calls, video calls, text messages, or the sending or reviewing of other messages, so as to be free from the performance of work.

3.0 Procedure

- 3.1 The TVDSB has established regular working hours for different departments business units across the organization. Standard hours of work vary from department to department. Nothing in this Procedure is designed to alter from those hours of work.
- 3.2 All employees are encouraged to know, and conduct their assigned work within, their established working hours to the extent it is reasonably possible to do so. Aside from such times as work may be required outside of established working hours (e.g. with the employee’s agreement, in emergency situations, where an employee is on-call, etc.) employees are free to Disconnect from Work After Hours, and are encouraged to do so.
- 3.3 To the extent reasonably possible, work-related communications via any medium should only be sent, received, and checked during an employee’s established working hours.

Administered By: **Human Resource Services**

Amendment Date(s):

Most Recent EIE Review Date: 2022 April 22

Given that employees across the Board have/may have differing hours of work, some employees may issue communications at times which are inopportune or inconvenient for others. All employees must give due consideration to this operational reality when sending or receiving communications. To this end, all employees are expected to use their best judgement when determining whether to send a communication during a recipient's off hours. Similarly, all employees are expected to use their best judgment when determining whether to respond to a communication received during their off hours. In consideration of the impact that power imbalance may have on after-hours communications, a staff member may feel compelled to respond to after-hours communication from their supervisor. As such the onus is on the sender of the communication to abide by this procedure.

- 3.4 There will be no consequence or penalty for staff who do not respond to after-hours communication, subject to the requirements related to emergency communications.