	John McGivney Children's Centre School Authority Staff and Volunteers	PR3014
	Disconnecting From Work Employee Procedure	

1.0 Objective

In alignment with the changes to the Employment Standards Act (ESA) in 2021, the John McGivney Children's Centre School Authority (JMCCSA) strives 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.

In order to be in compliance with the ESA, the JMCCSA will review this procedure annually with its employees.

2.0 Definitions

In this procedure,

"After Hours" generally means from 6:00 p.m. to 7:00 a.m., Monday to Friday and from Friday at 6:00 p.m. to 7:00 a.m. on Monday morning. This definition will vary depending on the working hours of different employees and is subject to the obligation to be available for After Hour emergencies.


"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 JMCCSA has established regular working hours for different school personnel. Standard hours of work vary from role to role within the school. Nothing in this procedure is designed to alter 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

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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. Given that employees 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. For this reason, the onus is on the sender of the communication to abide by this procedure.
- 3.4 There will be no consequences or penalty for staff who do not respond to after-hours communications, subject to the requirements related to emergency communications.

Additional Information

The John McGivney Children's Centre School Authority is committed to the principles of equity and inclusive education which value and promote human rights and social justice in all of its policies, programs, guidelines, operations and practices.

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APPLICABLE DOCUMENTS/REFERENCES:

Document/Form Nbr.	Title
Mission & Vision	JMCCSA Mission and Vision Statement
	Employment Standards Act (2000)
	Working for Workers Act (2021)

EFFECTIVE DATE: April 18, 2024

LAST REVISION DATE:

NEXT REVIEW YEAR: 2029-2030

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