

Title:	Right to Disconnect Policy	Policy Number: 400-08
Policy Type:	Human Resources	
Approval By:		
Approval Date:	January 24, 2022	
Revised Dates:	May 29, 2023	
Review Date:	January 2026	

PURPOSE:

This policy supports a healthy work-life balance for employees through a right to disconnect from the workplace.

This policy is written so the Board is in compliance with 21.2.2 of the Employment Standards Act.

SCOPE:

This policy applies to all employees of the Library.

DEFINITIONS:

Disconnect from Work - 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.

POLICY STATEMENT:

As the Library is an evolving workplace and has adapted with changes in technology which have enabled staff to be connected constantly and work remotely, and that there are negative effects of being constantly connected, the Library Board recognizes the importance of employees' rights to disconnect from work.

DISCONNECTING FROM WORK:

Employees are regularly scheduled for work and will have the right to disconnect from work outside of those scheduled hours with the exception of the following:

- a) The employee is being contacted to be offered an additional shift or overtime
- b) For any reason as described in the employee's job description which requires them to be contacted and to perform work outside of their regular work hours (e.g. on-call responsibilities)
- c) Essential communications related to their employment (i.e. disruptions to services, health and safety information, etc.)
- d) In an emergency situation
- e) Otherwise where permitted by a Collective Agreement or Library Board Policy



All employees who are on vacation will be disconnected from work. Arrangements shall be made prior to the employees' vacation absence to either suspend their work/service or to have another employee cover their essential duties.

Employees who are on sick leave shall also be disconnected from work. Employees should refrain from contacting those on sick leave unless absolutely necessary. They may be contacted for limited medical information related to their return to work.

RELATED POLICIES:

400-02 Management and Non-Union Human Resources Policy
400-03 Health and Safety Commitment Policy