

ADMINISTRATIVE PROCEDURE

PURPOSE:

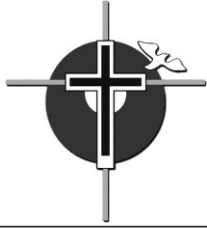
In keeping with the Board's approach of offering challenging and fulfilling careers, in a caring Catholic environment, we recognize the importance of healthy work-life boundaries and are committed to promoting a healthy workplace for our employees.

This procedure serves to assist employees to prioritize between work and personal life by:

- Supporting an employees' right to disconnect from the performance of work outside of normal work hours.
- Enabling and encouraging employees to disconnect from the performance of work outside of normal work hours.
- Outlining specific ways to disconnect from the performance of work outside of normal work hours.

DEFINITIONS:

After hours	refers to time outside of an employee's normal work hours, as defined in their employment contract, terms and conditions, or collective agreement or per any relevant CDSBEO policies.
Disconnecting from work	means not engaging in work-related communications, including emails, texts, telephone calls, video calls or the sending or reviewing of messages, so as to be free from the performance of work.
Normal work hours	refers to time when an employee is expected to be engaged in the performance of their duties, as determined by their immediate supervisor and their respective employment contract, terms and conditions, or collective agreement or per any relevant CDSBEO policies. It is understood that employees may have different Normal Work Hours, depending on their position and the Board facility in which they work.
Scheduled Time Off	is time that an employee has scheduled and been approved to be absent from the performance of their duties, including sick leave, personal leave, lieu time, vacation, etc.



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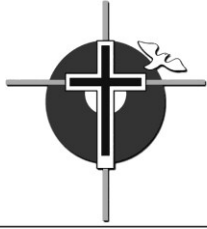
PROCEDURE:

1.0 Procedures

- 1.1 To ensure that employees' personal time and family life are respected, where reasonably possible, mass emails sent to CDSBEO employees for the purpose of providing information pertaining to current or upcoming board matters shall not be circulated outside of normal work hours unless the situation is deemed necessary.
- 1.2 Employees are encouraged to avoid producing, responding to, or becoming involved in work-related electronic or telephone communication, after hours, unless the matter is deemed an urgent or significant event that calls for immediate action.
- 1.3 Employees are encouraged to consider saving emails prepared outside of normal working hours as drafts to send when appropriate or to use the Outlook Delay Delivery feature to avoid interruptions to employees' personal time.
- 1.4 All CDSBEO employees are encouraged to use their best judgement when determining whether to send a communication outside of a recipient's normal working hours. Similarly, all CDSBEO employees are encouraged to use their best judgement when determining whether to respond to a communication received after-hours.
- 1.5 There will be circumstances where exceptions are required due to critical or time-sensitive operational issues. In the event that an employee is aware, or is made aware during the workday, of a critical or time-sensitive operational issue that may require attention beyond their normal work hours, the Board may require the employee to remain available and/or to monitor their work communications and respond as appropriate to ensure operational needs are met.

2.0 Roles and Responsibilities

- 2.1 Supervisory Officers, Principals, Vice Principals, Departmental Managers and Supervisors will:
 - (a) Model, encourage and promote a positive and healthy workplace,
 - (b) Ensure that all employees under their supervision are made aware of this procedure,
 - (c) Respect the normal work hours of employees under their supervision, recognizing that there may be situations where alternate arrangements - as



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discussed with the employee and approved by their supervisor – are necessary,

- (d) Encourage employees under their supervision to respect the normal work hours and scheduled time off of their colleagues and themselves and,
- (e) Communicate consistently with employees regarding the Right to Disconnect.

2.2 Chief Information Officer will:

- (a) Ensure technology and related supports are in place to allow compliance with the Employee Right to Disconnect from Work.

2.3 Human Resources will:

- (a) Support compliance with the Right to Disconnect,
- (b) Provide clear normal work hours, including those stipulated by employment contracts, terms and conditions or collective agreements.
- (c) Arrange for another employee to assume responsibility for or oversight of the absent employee's work, if necessary, if the absent employee will be disconnected for one or more business days,
- (d) Promote awareness of this procedure by supplying a copy to all employees within 30 days of posting or revising the document and/or within 30 days of a new employee's hire.

2.4 All Employees will:

- (a) Promote and participate in a positive and healthy workplace,
- (b) Meet their work-related requirements and expectations during normal work hours,
- (c) Disconnect from work outside of normal work hours or when on scheduled time off (subject to specific exceptions including, but not limited to emergencies, designated on-call, assigned overtime) by not accessing work files or email and silencing work notifications on apps,
- (d) Respect the normal work hours of other CDSBEO employees,
- (e) Enable an Out-of-Office notification on their board email/voicemail when they will be disconnected from their office communications for one or more business days, and,
- (f) Make every effort to resolve any Right to Disconnect issues or concerns with their immediate supervisor, where possible.