

DISCONNECTING FROM WORK

Intent: The Manor Park Community Council (MPCC) is committed to fostering a safe and healthy work environment for all employees. Recent technological advancements along with an increase in remote work arrangements may increase the risk of “hyper-connectivity”. Accordingly, this policy sets out expectations around work-related communications in an effort to assist employees in disconnecting from work during appropriate times.

Policies and Procedures

1. This policy applies to all employees of the MPCC.
2. 'Disconnecting from work' is defined in the *Employment Standards Act, 2000* (ESA) to mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.
3. This policy does not amend an employee's hours of work or rest periods. Employees' hours of work and rest periods are defined pursuant to their Employment Agreements and / or by agreement with the employee's managers in accordance with applicable employment standards legislation.
4. In general, the MPCC does not expect employees to read or respond to work-related communications outside of their normal working hours, subject to the following exceptions:
 - a. where operational or business needs require such communications and the employee has been given notice in advance;
 - b. where such communications are required due to the nature of the employee's duties;
 - c. where the employee's role is managerial or supervisory in nature, in which case operational or business needs may require communications outside of normal working hours;
 - d. where the employee has been authorized to work flexible hours;
 - e. in instances involving unforeseen operational or business needs;
 - f. in cases of emergency;
 - g. where such communication is required pursuant to another MPCC policy, or
 - h. in other situations that may arise, at the discretion of the MPCC, and where the employee has been given notice in advance.
5. Tools which may assist employees in disconnecting from work, where appropriate, may include:

- a. **Automatic Replies** – employees may consider enabling automatic replies indicating the dates that they are out of the office, the date they will return to the office, and an alternate point of contact during the employee’s absence.
 - b. **E-mail Signatures** – employees may consider including reference to the timing of their e-mail communications in their signature block, such as “*My working hours may not be your working hours. Please do not feel obligated to respond to this e-mail outside of your normal working hours.*”
 - c. **Delay Delivery** – employees may consider using the “delay delivery” function when sending e-mails if the timing of their communication may not align with that of the recipient (e.g. where the sender and recipient are in different time zones, or have different work schedules).
 - d. **Vacation Alerts** – employees may consider including a vacation alert in their signature block indicating the dates of an upcoming vacation.
6. Employees with questions or concerns about this policy should contact their manager / supervisor.
 7. This policy is subject to change at the sole discretion of the MPCC. Employees will be notified of any such changes in accordance with applicable employment standards legislation.
 8. This policy was prepared on June 7 2022.
 9. This policy was revised on June 9 2022.