



## **Right to Disconnect Policy and Procedure**

Created: March 8, 2022

Reference: [Working for Workers Act, 2021, S.O. 2021, c. 35 - Bill 27](#), Occupational Health and Safety Act  
2020 Employment Standards Act 2000

Revised: May 18, 2022

Date Approved by the Board of Directors: April 7, 2022

### **Policy:**

Orde Day Care Centre is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers, as required by the *Occupational Health and Safety Act*. This includes workplace hazards associated with an employee's mental health.

Orde Day Care is also committed to providing a supportive workplace that promotes and supports stress-reduction and mental health, as well as a workplace free of violence, harassment, bullying, and discrimination, as outlined in our core policies. Additionally, Orde Day Care is committed to ensuring that its employees are able to maintain an appropriate work/life balance. This policy will provide guidelines to assist in defining the expected hours of work, including when after hours communication is and is not permitted.

This policy applies to all employees including casual, supply, part time, full time, management and executives, as employees under the Employment Standards Act.

Orde Day Care is taking a collaborative approach in helping to define the expectations and obligations on both the part of the organization and the employees. A copy of this policy will be provided to all employees by June 2, 2022.

### **Scope:**

This policy applies to all employees of Orde Day Care whether their primary location of work is in the workplace, at home or a combination of any or all of the above.

### **Effective Date and Changes and Implementation:**

This policy is effective as of June 2, 2022

In the event of any future changes to this policy, the date of the changes made will be included in this section.

If any changes are made to this policy, employees will be provided with the updated policy within 60 days of any amendments. In future years, this policy will be reviewed by January 1 and implemented by March 1.

In the case of newly hired employees, Orde Day Care will provide a copy of this policy to them within 30 days of their date of hire.

### **Operational Needs of Orde Day Care Centre:**

Although everyone should be mindful of the right to disconnect, it is important that we are also aware that situations related to the operational needs and the safety of our programs will arise after hours. Therefore, it is not always possible to deal with an urgent matter during normal working hours.



These include but are not limited to:

- The need to replace an employee who called in sick.
- Unforeseeable circumstances that may arise resulting in closure/shutdown.
- Situations where critical information requires contact outside of normal working hours

### **Working Hours:**

Paid working hours including attending board meetings, after hour staff meetings, and continued certification and training are part of an employees' job requirements and do not fall under the Right to Disconnect Legislation.

Orde Day Care Board of Directors ensures compensation for management members when attending to after hours board meeting or responding to urgent or extenuating circumstances.

### **Connection and Disconnection Expectations:**

There should be no work-related after-hours communication unless there is an emergency or urgent situation.

### **Communication to Program Staff**

#### **Emails/Text Messages**

- Emails /Text messages will be sent during our regular business hours of 7:30 a.m. to 6:00 p.m.
- If a non urgent email is sent out after regular hours, employees will not be required to respond until their next available shift
- An Employee whose shift ends prior to 6:00 p.m. may receive email communication outside of their work hours. These staff are not required to respond to such emails/texts until their next regular shift.
- If there is an urgent operational need (as defined above) that requires immediate response you will be expected to respond to the email/text message.

#### **Phone Calls**

- When possible, employees should initiate and/or receive work related phone calls only during regular working hours.
- If there is an urgent operational need that requires an immediate responses employees will be expected to respond to the phone call and/or initiate a call if required.

### **Communications to Management**

#### **Emails/Text messages**

- Emails and text messages will be sent to Management during the regular working hours of 7:30 a.m. to 6:00 p.m. when possible
- This applies to emails /text messages sent by both Employees/other Managers and members of the Board of Directors.
- If a non urgent email/text is sent to Management after working hours, a response will be required the next business day unless an urgent situation or operational need arises that requires an immediate response.



**Out of Office:**

- All management employees of Orde Day Care are expected to regularly update their out-of-office automatic emails so that the most up-to-date information will be communicated to those who are emailing them when they are absent from work.

**Phone calls:**

- When possible, management should initiate/or receive work related phone call only during regular working hours
- When there is an urgent operational matter that requires management attention, management will be expected to respond immediately

**Policy and Procedure Review:**

This policy may be updated or amended based on direction from the Government of Ontario.

Orde Day Care will ensure that copies of this policy, including any subsequent revisions, are retained for a period of three years after the policy ceases to be in effect.

This policy and procedure will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I, acknowledge receipt of Orde Day Care Centre **Right to Disconnect Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Right to Disconnect Policy and Procedure**. I understand that if I have questions, at any time, regarding the **Right to Disconnect Policy and Procedures**, I will consult with my immediate supervisor.

Please read the **Right to Disconnect Policy and Procedures** carefully to ensure that you understand the policy and procedures before signing.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: