

Central Eglinton Children's Centre

DISCONNECTING FROM WORK

Date Policy and Procedures Established: May 18, 2022

Date Policy and Procedures Updated: January 30, 2023, Feb 23, 2024

1.0 PURPOSE

Central Eglinton Children's Centre, (CECC) is committed to fostering a safe and healthy work environment for all employees. Recent technological advancements along with an increase in remote work arrangements have led to the risk of "hyper-connectivity." Accordingly, this Policy sets out the Centre's expectations around work-related communications in an effort to assist employees in disconnecting from work during appropriate times.

2.0 APPLICATION

This Policy applies to all employees of the Central Eglinton Children's Centre

3.0 DISCONNECTING FROM WORK

"Disconnecting from work" means 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.

4.0 WORKING HOURS

This Policy does not amend hours of work or rest periods. Hours of work and rest periods are defined pursuant to **employment contracts/agreement**, and/or by agreement with CECC's Directors, in accordance with applicable employment standards legislation.

5.0 EXPECTATIONS REGARDING WORK-RELATED COMMUNICATIONS

In general, CECC does not expect you to read or respond to work-related communications outside of your normal working hours, subject to the following exceptions:

- a) where such communications are required due to the nature of your duties i.e., staffing schedules, elect to work/supply schedules.
- b) where your role is managerial or supervisory in nature, in which case operational or business needs may require communications outside of normal working hours;
- c) in instances involving unforeseen operational or business needs.

- d) in cases of emergency.
- e) in other situations that may arise, at the discretion of CECC, in extreme circumstances, i.e., snow days, other closures etc.

6.0 QUESTIONS OR CONCERNS

If you have questions or concerns about this policy should contact CECC's Directors.

This policy is subject to change at the sole discretion of CECC. You will be notified of any such changes in accordance with applicable employment standards legislation. You will receive notice within 30 days of the change.