

PROCEDURES FOR POLICY 3.12 – Disconnecting from Work Policy

A. General

- 1.00 In these Procedures, reference to the “Policy” shall mean the Policy on Disconnecting from Work.
- 2.00 These following Procedures apply to all employees of the University.

B. Communications

- 1.00 Where possible, work-related communications should be checked or sent during work hours as applicable.
 - 1.01 Due to differing/non-standard work schedules, some employees may send communications when other employees are not performing work, such as evenings, weekends, or holidays.
 - 1.02 The sender should consider the timing of their communication and should consider whether a response outside of the recipient’s working hours is necessary.
 - 1.03 The recipient should understand that they will not be expected to respond until their work time recommences unless a response is otherwise required in accordance with the recipient’s duties, or in instances requiring a timely or emergency response.
- 2.00 Leaders should establish a protocol for alerting employees about situations requiring a timely or emergency response.
- 3.00 Employees on vacation or leave are encouraged to use an out-of-office message on their email and voicemail to notify others that they are not available.
- 4.00 For clarity, these Procedures shall not prevent the University or its employees from engaging in communications outside of what may be considered working hours and nothing within these Procedures shall be considered to confer or grant employees a right or benefit beyond what they are entitled to under their individual employment contract, policies, an applicable collective agreement and/or minimum statutory entitlements under the *Employment Standards Act, 2000*.

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C. Reporting Concerns

- 1.00 Employees are encouraged to report concerns or issues with respect to disconnecting from work to their leader. In circumstances where this is not feasible, or the matter cannot be resolved by speaking to a leader, employees should direct their concerns or issues to Human Resources, the Office of Faculty Relations, or a representative of their employee group as applicable.
- 2.00 All employees are encouraged to seek assistance for concerns relating to their health and well-being. The University has resources and supports available through the Employee Well-being division of Human Resources.

D. Posting, Notice and Retention

- 1.00 All employees will be provided a copy of the Policy in accordance with the *Employment Standards Act, 2000*.
- 2.00 The University will retain a copy of the Policy for three years after it ceases to be in effect.