

Policy: Disconnecting from Work

Policy # **Number of Pages:** 2 **Date of Approval:** January 11, 2022

Approved By: Board of Directors, Management

References: General Personnel Policy
 Program Specific Policies and Procedures

Statement:

The Society of Saint Vincent de Paul Greater Toronto Central Council acknowledges the definition of “disconnecting from work” as set out in Ontario Bill 27, namely, “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.”

The Society respects employees personal time and the right to disconnect from work. Nevertheless, the nature of our service demands that employees be contacted, from time to time, outside of their scheduled shifts to ensure adequate shift coverage is secured. Additionally, from time to time, employees may be contacted outside of working hours to obtain information necessary for the continuum of service to residents, or to discuss concerns that may arise on shifts that take place outside of standard business hours.

The Society will endeavour to maintain the health and well being of employees by limiting interactions with employees outside of working hours, addressing only those matters affecting the immediate health and safety of residents and work colleagues, and for securing shift coverage.

Policy and Procedures:

1. Each worksite will have an approved procedure for obtaining emergency shift coverage which extends, but is not limited, to the use of phone calls, texting, emails or the use of shift coverage apps such as ShiftLink or other electronic applications.
2. In the event that the immediate health and safety of a resident or employee is of concern, managers will contact staff members who may be in a position of providing important information.
3. Each worksite will have an approved procedure for following up with employees who work shifts that are outside of regular business hours, to discuss non-emergency matters.
4. Employees shall in turn respect that on call managers are only to be contacted for emergencies which impact the immediate health and safety of residents or employees, or for urgent shift coverage concerns. All other matters will be reserved until the next business day.
5. Concerns over infringement of the Disconnecting from Work policy may be raised by contacting the Executive Director who will review the concern, and provide a written response detailing actions, if any, to be taken.