

DISCONNECTING FROM WORK POLICY

Approving Authority: President and Chief Executive Officer

Administrative Responsibility: Director, Policy Research & Advocacy

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Date of Most Recent Review/Revision: October 22, 2024

Related Policies, Procedures, and Documents:

- Executive Limitation #2b – Treatment of Staff
 - Employee Standards and Performance Policy
 - Employee Vacation and Leave Policy
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1. Purpose

- 1.1. This policy is required under the *Employment Standards Act* and is further emphasized by the Students' Union in order to support employees in managing an intentional balance of their working and personal lives.

2. Definitions

- 2.1. **Disconnecting from work:** 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.
- 2.2. **Employee:** A paid worker of the Students' Union.
- 2.3. **Supervisor:** The individual to whom an employee directly reports, or their designate.
- 2.4. **Workplace:** Any site at which the employee works, including any property or building utilized by the Students' Union and any other place an employee is located while performing work for the Students' Union or representing the organization.
 - 2.4.1. Workplace includes operating Students' Union equipment or a personal vehicle while the employee is on duty.

3. Jurisdiction/Scope

- 3.1. This policy applies to all Students' Union employees.

4. Policy

- 4.1. Students' Union employee work hours, breaks, vacation, and leave entitlements are outlined in employment contracts, the Employee Standards and Performance Policy, and



the Employee Vacation and Leave Policy.

- 4.2. In general, the Students' Union does not expect employees to read or respond to work-related communications outside of their normal working hours, subject to the following exceptions:
 - 4.2.1. Where operational needs require such communications, and the employee has been given notice in advance.
 - 4.2.2. Where such communications are required due to the nature of the employee's duties.
 - 4.2.3. Where the employee's role is managerial or supervisory in nature, in which case operational needs may require communications outside of normal working hours.
 - 4.2.4. In instances of unforeseen operational needs.
 - 4.2.5. In cases of emergency.
 - 4.2.6. In other situations that may arise, at the discretion of the employee's supervisor.
- 4.3. If an employee believes they were otherwise unable to reasonably disconnect from work due to an eligible assigned work task or obligation, they may discuss a "flex" time allotment with their supervisor.
- 4.4. If an employee is finding it challenging to reasonably disconnect from work, their supervisor will assist in providing them with tools and resources to better disconnect from work.