

COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

SUBJECT: Right to Disconnect	POLICY NO.: 9.21 PAGE: 1 OF 2
FILE UNDER SECTION: 9: Personnel	EFFECTIVE DATE: May 2022 REVISION DATE:

PURPOSE:

Pursuant to the Employment Standards Act, 2000 (ESA), all provincially regulated employers with 25 or more employees must put in place a “Right to Disconnect Policy” by June 2, 2022. The ESA defines “disconnecting from work” as “not engaging in work related communications, including emails, telephone calls, video calls or the sending or receiving of other messages, so as to be free from the performance of work.”

Community Living Brant provides a wide variety of essential services and support to people with developmental disabilities and their families on a 24-7 basis. The provision of these services works to promote and facilitate community inclusion, meaningful participation and full citizenship of people with developmental disabilities.

POLICY:

Our employees are of the utmost importance to us, and we encourage and support our employees in protecting their health and well-being. Regardless of the nature of an employee’s working arrangement (whether they work in-person, remotely, or in a hybrid or flexible arrangement), taking appropriate time to disconnect from work is vital for their well-being, and is essential for maintaining work-life balance.

Employees are, therefore, encouraged to review and follow the guidance set out in this policy to ensure that they are taking time to disconnect from work when it is appropriate to do so.

Community Living Brant recognizes that disconnecting from work is important for all employees.

PROCEDURES:

Hours of Work

Based on the continuous nature of Community Living Brant’s operations, regular hours of work vary from one employee and one location to the next. Further, given the unpredictable nature of the Agency’s business, work outside of established working hours for any person or location may be required time to time.

All employees are encouraged to know and conduct their assigned work within their established work hours, subject to ensuring that they meet their responsibilities and that the needs of people supported by Community Living Brant are not neglected.

Aside from such times as work may be required outside of an employee's working hours including, but not limited to with the employee's agreement, to deal with urgent matters that cannot wait until an employee's regular hours of work or where an employee is on-call, Community Living Brant encourages employees who are off duty to disconnect from work.

Communications

Given that employees across Organization have differing hours of work, it is not possible to ensure that all communications are only sent during employee's on-duty hours. All employees are expected to use their best judgement when determining whether to send a communication during a recipient's off hours. Similarly, all employees are expected to use their best judgement when determining whether to respond to a communication received during their off hours and also set reasonable expectations for response times.

Nonetheless, employees continue to be expected to review and respond to communications from their employer and to participate in employer processes, such as scheduling, investigations, absence management, accommodation planning, performance management and other types of contact, communications and meetings that occur outside of regular working hours, as may be reasonably expected for the management of their employment. Community Living Brant will communicate expected response times for various types of communications.