

Trent Lakes Public Library



Policy Type:	Human Resources	Policy Number:	HR-19
Policy Title:	Disconnect from Work	Initial Policy Approval Date:	2022
		Last Review/Revision Date:	
		Year of Next Review:	2026

The Trent Lakes Public Library Board recognizes that changes in technology have allowed employees to be constantly connected, however the board recognizes the right of an employee to disconnect from work outside of scheduled work hours. This policy supports our commitment to support the work-life balance of our employees.

Even though the Library has fewer than 25 employees, this policy is also written to comply with the *Ontario Employment Standards Act 2000, Part VII.0.1*.

Section 1: Definitions

“Disconnecting from work” means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, including text messages, so as to be free from the performance of work.

“Employee” means a person who works at the Trent Lakes Public Library, either part-time or full-time.

Section 2: Application

1. The Right to Disconnect

The right to disconnect means that employees:

- Can and should stop performing their job duties and work-related tasks when they are not scheduled to work.
- Are not required to take work home with them to complete outside of regularly scheduled hours of work.
- Are not expected or required to respond to work-related communications outside their regular working hours, while on break, or during any paid or unpaid time off.
- Should take and use all their scheduled breaks (including meal breaks) and time-off entitlements (including vacation time) for non-work-related activities.
- Will not face repercussions or be penalized for not communicating outside of their regularly scheduled hours of work.

2 Needs of the Library

From time to time, there may be legitimate situations when it is necessary to contact employees outside of normally scheduled working hours, including but not limited to:

- Checking availability for additional shifts such as to fill in at short notice for a sick employee.
- Where unforeseeable circumstances require contact out of normally scheduled working hours such as inclement weather.
- Where an emergency may arise.
- For any reason as described in the employee's job description or employment contract which requires them to be contacted outside of regular work hours, for example, for on-call operational responsibilities.

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Section 2: Application (continued)

3. Workload and Productivity

- a) The Library understands that employees may want or need to work outside their normal scheduled hours of work to meet a time-sensitive deadline, to attend to an urgent matter, or due to unforeseen circumstances, however, employees should not regularly or frequently work outside their schedule hours of work to complete or catch up on work.
- b) Employees who cannot manage their workload during their regularly scheduled hours should meet with their direct supervisor to evaluate their current workload, priorities, and deadlines.

Section 3: Communication

1. The Library may on occasion send general communications to all employees including those who are not presently at work. Employees should not feel obligated to respond, nor are they expected to respond, to any communication when not at work, apart from unforeseen circumstances, such as an emergency situation. Employees on vacation or sick leave will only be expected to respond upon their return to work.
2. Employees must also respect others and avoid direct work-related communication including sending e-mails, messages or calling other employees outside their regularly scheduled working hours, during breaks, or during an employee's time off, such as their regular day off or vacation time.
3. Those employees on sick leave may be contacted for limited information related to their return to work.
4. Employees who do not reply to work-related communications outside of normal scheduled working hours will not face repercussions or be penalized.

Section 4: Responsibility

1. The Library CEO is responsible for implementing the appropriate procedures in accordance with this policy.
2. It is the responsibility of the Library CEO to ensure that a copy of this policy is given to new employees within 30 days of being hired and given to all employees within 30 days of any changes being made.
3. Employees are responsible for ensuring that they have read and understand this policy as it relates to their own work and that of other employees.

Related Documents:

Trent Lakes Public Library HR-10 – Hours of Work

Trent Lakes Public Library HR-04 – Vacation, Public Holidays, Leave