

DISCONNECTING FROM WORK POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Disconnecting from Work Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>E. Facilities that are compatible with the Anishinabek environment in which they are situated.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	12/6/2022 Motion#104-2022
Effective Date	12/6/2022
Previous Versions	Date initially approved: 3/10/2022 Date of last revision: 10/18/2022

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Kenjgewin Teg is committed to the health and wellbeing of its employees. It is of the utmost importance that employees are encouraged and supported to prioritize their own wellbeing. Kenjgewin Teg recognizes that employees have the right to, and should, disconnect from work outside of their normal working hours unless there is an agreement to do so (for example while “on building coverage or program scheduling for the evening and weekends”) or if there are time-sensitive tasks or issues (i.e.. with student supports).

2.0 Definitions

“disconnecting from work” Disconnecting is defined as 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

3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

3.2 This policy does not apply to postsecondary instructors who are assigned to teach a postsecondary course(s) delivered solely by Kenjgewin Teg and/or together with a postsecondary partner of Kenjgewin Teg.

4.0 Policy

Policy Objective

4.1 To support Kenjgewin Teg staff prioritize their own health and wellbeing, and to adhere to the *Employment Standards Act, 2000* by disconnecting from work during regular non-working hours.

Employer and Employee Obligations

4.3 Management must ensure that employees are able to disconnect from work outside of normal working hours.

4.4 Management should be mindful of the time in which emails are being sent. Should management notice that a member of their team is sending emails during non-working hours or are logging in excessively, they should speak to the employee as soon as possible, as this may indicate they are finding it difficult to manage their workload during normal working hours.

4.5 Should an employee have concerns surrounding their working time or is unable to disconnect from work, it is important that this is brought to the attention of management to resolve any concerns and to work collaboratively to discuss and implement a plan that supports managing workload and expectations effectively.

Communications

4.6 Emails should be checked and/or sent only during normal working hours, whilst also appreciating that where work patterns differ, some employees may send communications at a time which is inconvenient to another i.e., where one employee works during the weekend on occasion and/or evenings, and another does not. Where this is the case, the sender should consider the timing of their communication and understand that the recipient will not be expected to respond until their return to work.

4.7 Where a manager sends communications outside normal working hours, employees should not feel the need to respond to said communications until their return to work.

Automatic Replies

4.8 All employees are required to activate an automatic response when taking vacation or a leave of absence.

4.9 The automated response should advise the sender that you are unavailable, including the start and end date of the period of vacation or leave of absence and that the employee will respond to the recipient's email upon return or contact details for the employee filling in should be provided in the automatic response.

Meetings

4.10 All employees should be mindful of the time of those whom they are inviting to attend a meeting. Meetings, either virtual or in person, should only be scheduled within the attending employees' working hours.

Electronic Devices

4.11 Some employees may be provided with handheld devices such as a mobile phone, laptop, tablet etc.

4.12 These devices are provided to employees to allow flexibility in how such employees complete their work.

4.13 This does not imply that the employee always makes themselves available for work.

Employee Well-being

4.14 Kenjgewin Teg encourages all employees, including those who work remotely or work a flexible arrangement, to schedule time with family/friends, engage in an activity after their normal working day, mute their work email accounts after working hours have ended and store their work-related electronic devices in a secure place when outside of working hours to allow themselves to switch off and properly disconnect from work.

4.15 It is also important that employees with a flexible/remote working arrangement disconnect themselves from work, monitor their working hours, and remember to take their breaks as an important aspect of their own wellbeing.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 This Policy is made pursuant to the requirements of the Working for Workers Act, 2021.

5.4 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director's policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

DISCONNECTING FROM WORK POLICY

<p>Related Legislation, Policies, Procedures, Guidelines and Documents</p>	<p>Policy #2.1.2, Hours of Work Policy #2.1.6, Overtime Policy #2.1.3, Working Remotely Employment Standards Act, 2000</p>
<p>Policies Superseded by this Policy</p>	<p><i>Kenjgewin Teg Personnel Policy, P2.0 Staffing, Right to Disconnect</i></p>
<p><i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i></p>	