



Policy Title	Right to Disconnect Policy
Issued By	Human Resources
Contact	Director of Human Resources
Approved By	President, Brescia University College
Effective Date	June 1, 2022
Last Review	N/A
Next Review	June 1, 2024

Purpose:

To ensure employees can disconnect from their work outside their regular working hours.

Policy:

Brescia University College sees employee health and well-being as priorities while working and while away from work. We are committed to infusing health and work-life harmony into University operations and practices to increase overall employee health and wellness and to promote a supportive campus environment that fosters an ethic of care and whole person wellness. This policy is intended to promote that ideal by specifically detailing expectations related to disconnecting from work.

Disconnecting from Work

Employees are entitled to disconnect from work outside regular working hours without fear of reprisal. All scheduled meal breaks should be taken and time off entitlements for non-work-related activities should be used each year. Employees are encouraged to set clear boundaries between work and their personal lives, regardless of their working arrangement, whether that be on-campus, flexible work, or when working remotely.

Outside regular working hours and when disconnecting from work, employees:

- Should stop performing their job duties and work-related tasks;
- Are not expected or required to respond to work-related communication while on meal breaks, or during any paid or unpaid time off;
- Will not face repercussion or punishment for not communicating or for ceasing work; and
- Should respect other employees' time and will not expect them to respond, communicate or complete work.

Workload and Productivity

Brescia University College understands that employees may want or need to work outside their regular working hours to meet a time-sensitive deadline or to attend to an urgent matter or emergency; however, employees should not regularly work outside their scheduled hours to complete or catch up on work.

Employees who cannot manage their workload during their regular working hours should meet with their direct manager to evaluate their workload, priorities, and due dates.

Managers, Directors or the Provost will work with employees to come up with a solution to ensure:

- Priorities are reviewed, particularly during peak work periods throughout the year;
- The current workload does not result in the employee working excessive hours and does not contribute to additional stress or burnout;
- Normal job duties can be completed during regular working hours; and
- Employees can remain productive and meet required goals and objectives.

Communication

Employees are not obligated to send or respond to work–related communication outside their regular working hours.

As most employees and departments have varying work hours and schedules, e–mails may sometimes be received in off hours. Brescia may also send general communication to employees when they are not working, such as on an employee’s day off or scheduled vacation. Employees are expected not to respond to any work–related communication when not at work, apart from unforeseen circumstances, such as an emergency or when an employee is scheduled to be on call. Employees who do not reply to work–related communications outside regular working hours will not face negative effects on their employment.

Employees are asked to set delay timers on e–mails for delivery during core business hours, and avoid sending emails on weekends where possible, apart from unforeseen circumstances.

Breaks and Time Off

Meal breaks are provided in accordance with employment standards and are intended to provide employees with time to recharge and enable them to work productively during regular working hours. Employees should take any scheduled or provided meal breaks during their shift and use that time to disconnect from work.

Brescia University College understands the importance for our employees to have personal time off. Employees are required to use their vacation time every year and should take the time for rest, relaxation, and personal pursuits. Employees will not be obligated to complete work–related activities during scheduled time off. Knowing that, time management is the responsibility of employees and scheduled time off should not interfere with deadlines. Managers will work with employees to delegate job–specific duties that must be completed while the employee is on vacation to maintain workflow and productivity. Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, or unforeseen circumstance that prevents an employee from taking a vacation at a specific time, in which case managers will assist in determining appropriate actions to take to meet deadlines and accommodate time off requests whenever possible. Please reference the current Faculty Collective Agreement and Staff Terms and Conditions of Employment for vacation information and processes.

Overtime – Staff

At times, Brescia University College staff members may have an operational need that requires overtime work. Overtime will always be approved and scheduled in advance. It may be requested by the employee or required by the manager in certain situations to ensure work is completed; however, employees should not work overtime unless directed by their manager. Employees should book

compensating lieu time for overtime hours worked within three months of earning overtime hours. Please reference current Staff Terms and Conditions of Employment for overtime processes.

Definitions:

Disconnecting from work: Not engaging in work–related activities, communications, including e–mails, telephone calls, virtual meetings, or the sending or reviewing of other messages as to be free from the performance of work.

Regular working hours: The hours agreed to by an employee for when they are meant to complete work for Brescia University College. These hours may be stated in their employment contract, the regular hours of their department, or the hours scheduled for part–time or on–call employees.

Audience/Scope:

All faculty, staff, and administrative officers of Brescia University College (all considered employees covered by this policy under the ESA).

Relevant Legislation/References:

Employment Standards Act, 2000 (ESA)

Brescia University College and Brescia Faculty Association Collective Agreement

Brescia University College and Brescia Staff Association Terms and Conditions of Employment