

**THE CORPORATION OF
THE TOWNSHIP OF SOUTH ALGONQUIN
BY-LAW NO. 2022 - 704**

BEING A BY-LAW TO ENACT A POLICY RELATED TO DISCONNECTING FROM WORK

WHEREAS, employers are required to “ensure [they have] a written policy in place for all employees with respect to disconnecting from work” ([s. 21.1.2\(1\)](#) of the *Employment Standards Act, 2000* (the “ESA”)).

Now Therefore the Council of the Corporation of the Township of South Algonquin enacts as follows:

1. That Council hereby approves the policy “Council Vacancy” as Schedule “A” to this By-Law.
2. That all previous By-Laws related to the matters herein described are hereby repealed.
3. That effective on the date of passage of this By-Law it shall become enacted.

Be read a first time on the 4th day of May, 2022.

Be read a second and third time and passed on this 4th day of May 2022.

Mayor Jane A.E. Dumas

CAO/Clerk-Treasurer Bryan Martin

POLICY MANUAL	POLICY NO.
The Township of South Algonquin	EFFECTIVE DATE: May 4, 2022 Revised:
SUBJECT: DISCONNECTING FROM WORK POLICY	DEPARTMENT:

1. PURPOSE

- 1.1 The Township of South Algonquin supports the wellbeing of our employees and recognizes the benefits that come from disconnecting from work.

Accordingly, The Township of South Algonquin is adopting this policy regarding disconnecting from work and to encourage employees to enjoy their lives outside of work.

- 1.2 This policy will comply with all applicable laws and is based on the requirements of the *Employment Standards Act, 2000* (the “*ESA*”) and its regulations, and guidance from the Ontario Ministry of Labour.

2. SCOPE

- 2.1 This policy applies to all employees of The Township of South Algonquin unless a separate policy relating to the employee’s position is put into place and is provided to the employee.

3. DEFINITIONS

- 3.1. In this Policy,

“disconnecting from work” means 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.

4. POLICY

- 4.1. The Township of South Algonquin recognizes the value of disconnecting from work. However, there are legitimate situations when it is necessary to contact employees, and for employees to work outside of normal working hours, including but not limited to:
- contacting employees to check availability for work/shifts, or to inquire about availability to fill in on short notice (e.g. due to unexpected absenteeism);
 - contacting employees or requiring employees to work in the event of unanticipated circumstances;
 - if business and operational reasons require work or contact outside of normal working hours.
- 4.2. Schedules and working hours vary within The Township of South Algonquin and different employees have different working hours. Being able to disconnect from work will vary based on each employee’s own normal working schedule and the duties and responsibilities of their job.
- 4.3. Where possible, work-related communications (e.g. e-mails, phone calls, etc.) should be checked and/or sent during normal working hours. Where work patterns differ, some

employees may send communications at a time which is not during the working hours of the recipient. Where this is the case, the sender should give consideration to the content and timing of their communication and understand that the recipient may not respond until their working hours. Similarly, meetings should be scheduled during working hours of all attendees, whenever reasonably possible.

Some employees may be provided with devices, such as a mobile phone, laptop, or tablet. These are provided to employees to allow flexibility in how such employees complete their work. These employees are expected to be reasonably reachable in the event of an urgent work requirement and to work if the circumstances warrant (e.g. to respond to urgent work communications).

Any communications requiring attention outside of the recipient's regular working hours should be identified by the sender as such.

4.4. Employees will:

- ensure that they do not work outside of their working hours unless requested or required by The Township of South Algonquin;
- ensure that they do not exceed the maximum working hours permitted under the *ESA* or work during an applicable time that they are to be free from work pursuant to the *ESA*;
- track and report work performed outside of their scheduled working hours, and follow any time tracking methods or requirements that The Township of South Algonquin may use or establish in order to record working time, including when working remotely;
- be mindful of times that others (such as other employees, customers, and clients) may be disconnecting from work (e.g., by generally avoiding emailing or calling outside normal working hours); and
- following any directions established by The Township of South Algonquin relating to notifying others of times that the employee is disconnecting from work (e.g. out of office voicemails, automatic email replies, etc.).

4.5. The Township of South Algonquin will:

- establish and maintain a written policy on disconnecting from work; and
- provide a copy of the written policy on disconnecting from work to all employees within 30 days of the policy being prepared or changed, and to new employees within 30 days of being hired.

5. Employment Standards

- 5.1. This Policy does not eliminate or limit any rights that an employee has under the *ESA*. Each employee retains their applicable rights under the *ESA*, including those regarding the performance (and non-performance) of work, and those regarding when work is deemed to have been performed.

6. CHANGES TO POLICY

- 6.1 The Township of South Algonquin will review this Policy from time to time and may make changes at any time. Any changes will be communicated to employees.

7. QUESTIONS RELATING TO POLICY

- 7.1 Any questions regarding this policy may be directed to the CAO/Clerk-Treasurer.