



Disconnecting From Work Policy

Working For Workers Act, 2021

- Ontario government has passed Bill 27, *Working for Workers Act, 2021*.
- Amends the *Employment Standards Act, 2000 (ESA)* to require employers with 25 or more employees to have a written policy with respect to **disconnecting from work**, as defined, among other things.
- Employers with 25 or more employees as of January 1, 2022 have until **June 2, 2022** to have a written policy with respect to disconnecting from work in place.

Definition

Disconnecting from Work:

- 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.

Definitions/Legislative Requirements

- 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.
- Written policy by June 2, 2022
- Employees must receive a copy of the policy and any changes within 30 days of preparation or changes.
- New employees to receive a copy of the policy within 30 days of starting.

Purpose

- To meet our employer obligation of Bill 27: Working for Workers Act, 2021
- Provides an opportunity to establish a policy that supports its employees in disconnecting from work consistent with its ongoing commitment to employee wellbeing.

Note: The legislation does not afford employees any additional rights under the Employment Standards Act.

Policy Statement

The health and wellbeing of our employees is of the utmost importance to us, and we, the Corporation of the City of Cambridge (the “City”), encourage and support our employees in prioritizing their own wellbeing.

Disconnecting from work is important for an individual’s wellbeing, and helps employees achieve a healthy and sustainable work-life balance. Disconnecting from work means to not engage 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 outside of normal scheduled working hours.

To encourage and support our employees in balancing their working and personal lives, whether working traditional hours in the workplace, remotely or flexibly, we have implemented this Disconnecting-from-Work Policy (the “Policy”) to encourage employees to disconnect from work where possible.

This Policy coincides alongside the City’s associated policies, (e.g.: working remotely, hours of work, vacation, health and safety, standby, overtime and time off in lieu for non-union employees, accommodation, etc.), any relevant and applicable legislation, and any other policy that may become applicable and/or relevant.

Summary

- ✓ Recognizes in the ordinary course of business there will be situations when it is necessary to contact colleagues outside of an employee's normal working hours.
- ✓ Nothing in the Policy precludes the City or other employees of the City from contacting employees or colleagues outside their normal working hours for circumstances as outlined above, or as otherwise required to meet operational needs, subject to any rights or other entitlements the receiving colleague or employee may have under the Ontario Employment Standards Act, 2000 (the "ESA").
- ✓ All employees are expected and required to report any concerns or issues they may have which they feel is impacting their ability to disconnect-from-work.
- ✓ Employees will not be subject to reprisal for reporting such concerns as outlined above.

✓ **It is a Disconnecting from Work Policy**

X **It is not the *Right* to Disconnect From Work Policy**

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