



RIGHT TO DISCONNECT

MLCP believes in maintaining a Right To Disconnect policy that supports the psychological health and wellbeing of its employees by creating a workplace that provides a work/life balance. It is important for the physical and mental health of employees to have uninterrupted time away from work. This policy will provide guidelines to assist in defining the expected hours of work, including when afterhours communication is and is not permitted.

The "Right To Disconnect" under the Employment Standards Act (ESA) refers to "an employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours".

This policy applies to all employees.

MLCP believes that a collaborative approach is important in helping to define the expectations and obligations on both the part of the organization and its employees.

This Policy will be reviewed and modified (if required) annually on January 1st and updated on the MLCP website with the updated policy brought to the employee's attention for review.

Operational Needs

Although everyone should be mindful of the right to disconnect, it is important that we are also mindful that situations related to the operational needs and the safety of our program will arise. Therefore, it is not always possible to deal with urgent matters during normal working hours. These include but are not limited to:

- The need to replace an employee who called in sick
- Unforeseeable circumstances that may arise resulting in a closure/shutdown
- Situations where critical information requires contact outside of normal working hours

Working Hours

Paid working hours including staff meetings, parent conferences, (virtual or face to face) and continued certification and training are part of an employee's job



requirements and do not fall under the Right to Disconnect Legislation. Employees are expected to attend the Welcome Corn Roast (September), the year-end Play Day (first Saturday in June) and are expected to attend a minimum of FOUR (4) additional extra-curricular activities (e.g. Halloween Party, Chili Night, Easter Egg Hunt, etc.). Employees are also expected, should they be elected to the Health & Safety Committee, to agree to be a member or representative with regular meetings. March Break and the last week of June will be designated as "in lieu" time of extra time given to school activities. As well, one half hour of paid lunch hours can be designated as "in lieu" time when needed.

Communications

There should be no work-related after-hours communication unless there is an emergency or urgent situation.

Communications to Employees

- Emails will generally be sent during our regular working hours of 7:30am to 5:30pm
- If a non-urgent email is sent out after regular working hours, employees will not be required to respond until their next regular shift
- A part-time employee may receive email communication outside of their work hours. These employees are not required to respond to such emails until their next regular shift
- If there is an urgent operational need (as defined above) that requires an immediate response, this will be noted and you will be expected to respond to the email after receipt and review.

Emails to Management

Emails may be sent to Nicola/Jamie as needed. Responses will be in as timely a fashion as possible

Phone Calls - Employees

- When possible, employees should initiate and/or receive work-related phone calls only during regular working hours
- If there is an urgent operational need that requires an immediate response, employees will be expected to respond to the phone call and /or initiate a call if required



Phone Calls - Management

- Phone calls to Nicola/Jamie are welcomed as needed and will be responded to in as timely a fashion as possible

Record Keeping

A copy of this policy will be kept for three years after the policy is no longer in effect.

Management Contact

If you have any questions regarding this policy, please contact the office.

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