

PROCEDURES

- 1.0 Where possible, employees should avoid sending work-related communications after-hours (between the hours of 6:00 p.m. to 7:00 a.m. Monday to Friday and all-day Saturday and Sunday) unless the matter can be reasonably constituted as an emergency or a significant event that calls for immediate action.
- 2.0 It is understood that different employees may have different Regular Hours of Work and may need to send correspondence when the recipient is not actively working (i.e. a Custodian working in the evening may need to send correspondence outside of the recipient's Regular Hours of Work).
- 3.0 All emergencies that call for immediate action after hours will be sent using the term "URGENT" and conveying realistic response time expectations. In the case of an emergency, an initial phone call should be made to the employee to ensure that they are aware of the emergency in order to monitor messages or emails.
- 4.0 Under normal circumstances, employees will not be expected to engage in work-related communications after hours, during their scheduled vacation time or while on leave.
- 5.0 Notwithstanding 4.0 above, certain employees/employee groups may have alternate work hours or be required to be available in accordance with their job description or collective agreements/terms and conditions.
- 6.0 All employees must turn on their out-of-office notifications and change their voicemail messages, when on vacation or during Board designated non-working days.
- 7.0 Employees in Supervisory positions may be required to respond to calls, message or emails outside of Regular Hours of Work in order to ensure that all matters are managed within an appropriate time frame, considering the nature and urgency of each issue.
- 8.0 The Director of Education or designate(s) shall annually send communication to families that encourages communication during the workday and that such communication to staff will not receive a response after-hours.
- 9.0 A copy of this administrative procedure shall be provided to all new employees within thirty (30) days of the date of employment by the Human Resources Department.
- 10.0 Any changes to this administrative procedure will be communicated to all employees within 30 days of any such changes by the Office of the Director of Education.
- 11.0 The Board reserves the right to schedule and modify the Regular Hours of Work of employees in compliance with applicable collective agreements, terms and conditions of employment and employment contracts.

12.0 These administrative procedures do not prohibit employees from working outside of their Regular Hours of Work.

Director of Education: Tricia Stefanic Weltz

Date: June 2022

