



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Business Board

SPONSOR: Kelly Hannah-Moffat, Vice-President, People Strategy, Equity &
CONTACT INFO: Culture, 416-978-4865; vp.psec@utoronto.ca

PRESENTER: Same as above
CONTACT INFO:

DATE: May 10, 2022 for May 13, 2022

AGENDA ITEM: 2

ITEM IDENTIFICATION:

Policy on Disconnecting from Work

JURISDICTIONAL INFORMATION:

Pursuant to Section 5.9 of its *Terms of Reference* the Business Board has authority for approval of human resources policies for non-union administrative staff; and under Section 5.10, authority regarding terms and conditions of employment for unionized administrative staff ... and approval of agreements and changes to agreements outside the *Labour Relations Act* with respect to terms and conditions of employment, subject to any limitations established by law or contract.

GOVERNANCE PATH:

1. Business Board [For Approval] (May 16, 2022)

PREVIOUS ACTION TAKEN:

N/A

HIGHLIGHTS:

Bill 27 (*Working for Workers Act, 2021*) received Royal Assent on December 21, 2021. The Act included the requirement for employers with 25 or more employees to have a written Policy on the right to disconnect in place by June 2, 2022. Additional details were released on February 18, 2022.

Key Points:

- Disconnecting from Work within the context of the *Act* means “not engaging in work-related communications, including emails, telephone calls, video calls or sending or

reviewing other messages, to be free from the performance of work.”

- The *Act* applies to all employee groups.
- The provisions in the *Policy on Disconnecting from Work* are interpreted alongside pre-existing provisions with the respective policies, collective agreements, and the *Employment Standards Act, 2000* that set out the hours in which employees are free from work-related activities.
- A copy of the *Policy* must be provided to all employees within thirty (30) days of the *Policy*'s approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION:

Be it Resolved

THAT the *Policy on Disconnecting from Work* as outlined in the Memorandum dated May 10, 2022, from the Professor Kelly Hannah-Moffat, Vice-President, People Strategy, Equity and Culture be approved to be effective immediately.

DOCUMENTATION PROVIDED:

- *Policy on Disconnecting from Work*



UNIVERSITY OF TORONTO GOVERNING COUNCIL

Policy on Disconnecting from Work

Approval Date	May 16, 2022 pending
Approving Authority	Business Board
Effective Date	May 16, 2022
Responsible Office	Vice-President, People Strategy, Equity & Culture
Next Review Date	

PREAMBLE

The University of Toronto as part of its academic mission is committed to fostering workplace excellence by establishing and maintaining a workplace culture that supports employees' well-being through development of tools and resources to help leaders and employees manage work in positive ways. As part of these resources, the policy on disconnecting from work is intended to help leaders and employees manage workplace stresses due to workload, overwork, and an inability to disconnect from the workplace outside of an employee's working hours.

APPLICATION/SCOPE

This Policy applies to all University employees and is subject to the provisions of any applicable law, regulation, employment contract, collective agreement, or memorandum of agreement, and should be read in conjunction with other applicable University policies and guidelines, including any of the foregoing related to working hours.

For purposes of this Policy, "working hours" are those hours during which an employee is required or expected to be performing the duties of their position and includes the following as applicable to the employee's position: regular hours; overtime; time spent on-call, on standby, or called-in; flexible hours; and responding to emergencies or operational needs as expected within the scope of the employee's position.

POLICY

This Policy confirms that when an employee is not required or expected to be performing the duties of their position (e.g., while on vacation, public holidays, and outside of the working hours applicable to their position), employees are entitled to be free from the performance of work and

are not expected to engage in work-related communications, including but not limited to emails, telephone calls, video calls or the sending or reviewing of other messages.

ROLES AND RESPONSIBILITIES

Responsibility of Managers, Supervisors, and Academic Administrators

Managers/Supervisors/Unit Heads are responsible for communicating to all employees under their direction the expectations and contractual obligations (e.g., employment contract, collective agreement, memorandum of agreement, policies, guidelines) for the employee around working hours including where applicable: regular hours, overtime, on-call, stand-by, vacation, flexible work, public holidays, and the right to disconnect from work outside of working hours.

Responsibilities of Employees

The employee is responsible for confirming expectations with their manager/supervisors/unit head as needed to ensure the employee understands the expectations.

If the employee has concerns about disconnecting from work, the employee is responsible for raising their concerns with their manager/supervisor/unit head at the earliest opportunity in an effort to resolve the issue. Where the issue remains unresolved after discussions with the manager/supervisor/unit head, the matter may be raised within the appropriate dispute resolution channels available to employee.

ASSOCIATED GUIDELINES/PROCEDURES

N/A

RELATED DOCUMENTS

- Employment Policies: <https://people.utoronto.ca/policies/>
- Collective Agreements: <https://people.utoronto.ca/agreements/>

Should a link fail, please contact governing.council@utoronto.ca

REVISION HISTORY AND UPDATES *[Secretariat will complete]*

Date	Description of Change

KEYWORD INDEX

Disconnect

Disconnecting

Wellness

Hours Free From Work

Hours of Work
