

	<b>Right to Disconnect Policy</b>	<b>Policy #</b> HR-04
		<b>Policy Type:</b> Human Resources
		<b>Approved Motion:</b> 2025-24
		<b>Review Date:</b> 2026

## **PURPOSE**

The purpose of this policy is to promote a healthy work-life balance by ensuring that employees have the right to disconnect from work-related communications and tasks outside of their regular working hours. This policy is intended to protect employees' well-being, ensure respect for their personal time, and prevent burnout or undue stress that may arise from constant connectivity.

## **SCOPE**

This policy applies to all employees of the Ramara Township Public Library, including full-time, part-time, contract, and temporary staff, who are required to perform work outside of their scheduled hours, whether remotely or in-office.

## **DEFINITIONS**

**Disconnecting from work:** The act of ceasing to engage in work-related activities, including responding to emails, phone calls, text messages, or any other communication that is work-related, outside of regular work hours.

**Regular working hours:** The scheduled hours during which an employee is expected to be available to perform their job duties. These hours are determined by the employee's work schedule, which may vary based on job type and department.

**Work-related communications:** Any emails, phone calls, text messages, messages through work apps, or other forms of contact that are directly related to an employee's duties and responsibilities.

## **POLICY STATEMENT**

The Ramara Township Public Library recognizes the importance of respecting employees' personal time and the need to disconnect from work outside of regular working hours. Employees are entitled to disconnect from work-related communications once their scheduled workday or shift ends, except in cases of urgent work-related matters that require immediate attention.

In order to foster a healthy work environment, the library will:

- Encourage managers and employees to respect personal time and avoid contacting employees outside of regular working hours unless absolutely necessary.
- Limit non-urgent work-related communication to regular working hours.
- Support employees in creating boundaries for work and personal time, ensuring that after-hours work expectations are clear and well-defined.
- Promote flexibility in work schedules where possible to allow for better work-life balance.

### **DISCONNECT FROM WORK**

Employees are regularly scheduled for work and will have the right to disconnect from work outside of those scheduled hours, with the exception of the following:

- The employee is being contacted to be offered an additional shift or change to their schedule
- For any reason as described in the employee's job description which requires them to be contacted and perform work outside of their regular work hours (e.g., on-call responsibilities).
- Essential communications related to their employment (i.e., disruptions to services, health and safety information, closures, etc.).
- In an emergency situation.
- Otherwise, where permitted by Library Board Policy.

### **RELATED POLICIES**