



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Disconnecting from Work</b>
<b>Policy Number:</b>	<b>WPSB-009</b>
<b>Effective Date:</b>	<b>October 8, 2024</b>
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative Reference**

*Employment Standards Act, 2000 (herein referred to as "the Act")*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is dedicated to fostering a positive workplace culture and promoting the health and wellness of its staff. By creating a supportive environment where members feel valued and respected, the Board is better positioned to achieve its organizational goals. Ensuring that Board staff can appropriately disconnect from work is crucial for maintaining a productive workplace and for supporting their mental and physical well-being. A staff member's ability to disconnect must be balanced with the Board's operational needs and their legal obligations to provide adequate and effective policing.

### **Policy Application**

1. In this policy, "disconnecting from work" means 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 performance of work.

2. This policy applies exclusively to Board staff.
3. This policy does not apply to Civilian or Sworn Members of the Woodstock Police Service.
4. This policy does not afford Board staff a “right to disconnect” or a “greater right or benefit” beyond what is contained within the terms and conditions of their employment and/or their minimum statutory entitlements under the *Act*.
5. It is the policy of the Board that:
  - a. the Board commits to the health and well-being of its staff and will provide support to ensure they achieve a healthy work-life balance;
  - b. Board staff are not required to respond to work related emails or communications, or be expected to complete work related tasks outside of their standard working hours, except:
    - i. in cases of emergency;
    - ii. as required by operational needs; or
    - iii. there has been a previous agreement to do so;
  - c. should Board staff have concerns surrounding their standard working hours or if they are unable to disconnect from work, they shall notify the Board Chair or Vice-Chair to resolve any concerns;
  - d. all new Board staff are to be provided with a copy of this policy and any relevant Service directive, process or procedure within 30 days of their hire; and
  - e. all existing Board Staff are to be provided with a copy of this policy, any amended versions of this policy, and any relevant Service directive, process or procedure within 30 days of approval.