



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Ingrid Svelnis

Position: CAO

Title / Subject: Disconnecting from Work Policy

Date of Report: April 29, 2022

Date of Meeting: May 9, 2022

Report No: 2022-GG-008

1.0 Issue / Origin-

Disconnecting from Work Policy

2.0 Background

COVID 19 has dramatically changed the way people work. Employees have embraced the flexibility of working from home and the benefits of not travelling back and forth to work. This hybrid approach of part-time office working has also created benefits to the employer by allowing shared use of space etc. The challenge with this however is the blurring of work life and personal time and the feeling that you can no longer disconnect from work.

In response, Ontario passed Bill 27, The Working for Workers Act 2021, giving Royal Assent on December 2, 2021. The new law requires that employers with 25 or more employees create a written policy about the right to disconnect from email contact and calls outside of regular work hours.

Employers are obligated to have a written policy and to share a copy of the policy with employees. Review and training is also required to ensure they are clear on after work communication procedures.

The deadline for meeting the Act's requirement is June 2, 2022.

The attached policy should be amended as required and reviewed annually to ensure it continues to achieve what is expected. This policy has been reviewed by senior management and is recommended for approval.

3.0 Analysis

The draft of this policy was created by the Region of Durham legal team and meets the goals for compliance.

4.0 Related Policies / Procedures

General HR policies

5.0 Financial / Budget Assessment

None noted

6.0 Climate Change Impacts

None noted.

7.0 Communications

Policy will be shared with all employees. Each department head will meet with their employees to ensure the staff reporting to them understand.

8.0 Conclusion

That Committee approve the Disconnecting from Work Policy as required and that formal ratification take place at the May 30th meeting. That Department Heads begin the necessary training now in order to achieve compliance.

9.0 Recommendation

BE IT RESOLVED THAT Report 2022-GG-008, Disconnecting from Work Policy be received, and THAT the Disconnecting from Work Policy be formally approved by Council at the May 30th meeting.