



Disconnecting from Work Policy- Directors, Managers & non-union staff

Intent

ACTRA Toronto understands that due to work-related pressures, the current landscape of work, or the working environment, employees may feel obligated to perform their job duties outside their normal working hours. Work-related pressure and feeling an inability to disconnect from the job can lead to stress and deterioration of mental and physical health. This policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees feel they can disconnect from their work outside their regular working hours. This policy applies to all ACTRA Toronto staff unless otherwise indicated.

Definitions

Disconnecting from work: Not engaging in work-related communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

Regular working hours: The time agreed to by an employee, as stated in their employment contract, when they are meant to complete work for ACTRA Toronto.

Guidelines

An employee's time outside regular working hours is meant for the employee to recharge and spend as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect. Working remotely or from a home office can make employees feel as though they are "always on" or obligated to continue working or respond to communication, regardless of the time of day.

ACTRA Toronto sees employee health and well-being as priorities while working and while away from work. We are committed to increasing overall employee health and wellness and providing employees with a positive work-life balance. This policy is intended to promote that ideal by specifically detailing ACTRA Toronto's expectations related to disconnecting from work.

ACTRA Toronto Directors and Managers work may require them to accept emails, calls, texts, or messages outside of standard work hours. It is the goal to limit these calls to essential, time sensitive business only to support ACTRA members who do not work standard office hours. It is expected that emails, calls, texts or messages of this nature will be answered, or voicemails returned if required.

Disconnecting from Work

Employees are entitled to disconnect from work outside regular working hours without fear of reprisal. All scheduled breaks should be taken and time off entitlements for non-work-related activities should be used each year. Employees are encouraged to set clear boundaries between work and their personal lives, regardless of their working arrangement, whether that be onsite, flex work, remote work, or hybrid work.

Outside regular working hours and when disconnecting from work, employees:

- Should stop performing their job duties and work-related tasks as practicable;
- Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off, unless the communications are essential or time sensitive to ACTRA members or their work;
- Will not face repercussion or punishment for not communicating or for ceasing work that is non-essential; and
- Should respect co-workers' time and should not expect them to respond, communicate, or complete work that is non-essential.

Workload and Productivity

ACTRA Toronto understands that employees may want or need to work outside their regular working hours to meet a time-sensitive deadline or to attend to an urgent matter or emergency; however, employees should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Employees who cannot manage their workload during their regular working hours should meet with their direct manager to evaluate their workload, priorities, and due dates.

Managers will work with employees to come up with a solution to ensure:

- The current workload does not result in the employee working excess hours and does not contribute to additional stress or burnout;
- Normal job duties can be completed during regular working hours; and
- Employees can remain productive and meet ACTRA Toronto goals and objectives.

Communication

Employees should not feel obligated to send or respond to work-related communication outside regular working hours. ACTRA Toronto may occasionally send general communication to employees when they are not working, such as on an employee's day off or scheduled vacation. Employees are not expected to respond to any ACTRA Toronto communication when not at work, apart from unforeseen circumstances, such as an emergency.

Employees who do not reply to work-related communications outside regular working hours will not face negative effects on their employment.

Breaks and Time Off

Breaks are provided in accordance with employment standards and are intended to provide employees with time to recharge and enable them to work productively during regular working hours. Employees should take any scheduled or provided breaks during their shift and use that time to disconnect from work.

ACTRA Toronto understands the importance for our employees to have personal time off. Employees are encouraged to use their accrued paid vacation time in full every year and should take the time for rest, relaxation, and personal pursuits. Employees will never be obligated to complete work-related activities during scheduled time off. Knowing that, time management is the responsibility of employees, in consultation with their manager, and scheduled time off should not interfere with deadlines. Managers will work with employees to delegate job-specific duties that must be completed while the employee is on vacation to maintain workflow and productivity. Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, or unforeseen circumstance that prevent an employee from taking a vacation at a specific time, in which case managers will assist in determining appropriate actions to take to meet deadlines and accommodate time off requests whenever possible.

Overtime

At times, ACTRA Toronto may have a business need that requires employees to work overtime. Overtime will always be approved and scheduled in advance. It may be requested by the employee or required in certain situations to ensure work is completed; however, employees should not work overtime unless directed by their manager. Please see the applicable overtime policy for guidelines on overtime.

Effective Date of Policy

This policy shall go into effect on Monday May 30, 2022 and is subject to change.