



Governance and Policy Committee Agenda

GPC:002A

Wednesday, February 7, 2024

4:30 p.m.

Boardroom, Main Floor, 5050 Yonge Street, Toronto

Trustee Members:

Yalini Rajakulasingam (Chair), Sara Ehrhardt, Dennis Hastings, Patrick Nunziata,
Weidong Pei, Anu Sriskandarajah, Manna Wong

	Pages
1. Call to Order and Acknowledgement of Traditional Lands	
2. Approval of the Agenda	
3. Declarations of Possible Conflict of Interest	
4. Delegations	
To be presented	
5. Staff Reports	
5.1 Policy P103, Flexible Working Arrangements, Phase 5 [4658]	1
5.2 Policy P102, Disconnecting From Work, Phase 5 [4659]	19
6. Adjournment	

Blank Page



Flexible Working Arrangements Policy (P103), Phase 5

To: Governance and Policy Committee

Date: 7 February, 2024

Report No.: 02-24-4658

Strategic Directions

- Create a Culture for Student and Staff Well-Being

Recommendation

It is recommended that the revised Flexible Working Arrangements Policy (P103), as presented in this report, be approved.

Context

The Flexible Working Arrangements Policy (P103) is being reviewed in accordance with the Policy Review Schedule and Policy Review Work Plan approved by the Board of Trustees on June 13, 2023.

Revisions to the Flexible Working Arrangements Policy (P103) are based on a review of best practices, system feedback, and operational requirements. Key changes include minor housekeeping revisions (including updating position title in the responsibility section to reflect the current organizational structure) and removal of Appendix A which outlines examples of positions not covered under remote working (to be included in the corresponding operational procedure).

As part of the policy review process, policy consultations took place for a 45-day period between October 27, 2023 and December 11, 2023 and included community advisory committees, Student Senate, employees, managers and union/federation partners. The feedback obtained through public consultations was reviewed and considered when preparing revisions to the draft Policy.

The revised Flexible Working Arrangements Policy (P103) (Appendix A) is being presented to the Committee for consideration and approval.

The Policy Review Work Plan has been provided for reference (Appendix B).

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's directions, the revised Policy will be provided to the Board of Trustees for consideration and final approval. Staff will initiate the review of existing operational procedures and development of any new operational procedures, as required, to support implementation of the Policy.

Resource Implications

No additional resources will be required for implementation of the Policy at this time.

Communications Considerations

Following Board approval, the revised Policy will be communicated to the system and posted on the Board's public website.

Board Policy and Procedure Reference(s)

- Remote Working Procedure (PR732)

Appendices

- Appendix A: Flexible Working Arrangements Policy (P103) – revised with tracked changes
- Appendix B: Policy Review Work Plan

From

Leola Pon, Associate Director, Organizational Transformation, Accountability, and Legal at Leola.pon@tdsb.on.ca

Lorraine Linton, Interim Executive Superintendent, Employee Services, at Lorraine.linton@tdsb.on.ca

Krish Chakraborty, System Officer – Performance Strategy & Senior Legal Counsel, at krish.chakraborty@tdsb.on.ca

Toronto District School Board

Policy P103

Title: **FLEXIBLE WORKING ARRANGEMENTS**

Adopted: June 29, 2022

Effectuated: June 29, 2022

Revised: [N/A \[new date\]](#)

Reviewed: [N/A \[new date\]](#)

Authorization: Board of Trustees

1. RATIONALE

The Flexible Working Arrangements Policy (the “Policy”) supports **the** TDSB’s commitment to flexible working, where practicable, in a manner that maintains performance standards, accountability, and service to the TDSB community.

The Policy advances **the** TDSB’s commitment to employment equity, diversity, inclusion, employee mental health and well-being as outlined in the TDSB Multi-Year Strategic Plan, Employment Equity Policy (P029), Equity Policy (P037), and Accessibility Policy (P069).

The Policy also supports continuous improvement initiatives at the TDSB through Service Excellence and facilitates business continuity under the Enterprise Risk Management Framework.

2. OBJECTIVE

- To establish requirements and expectations for flexible working at **the** TDSB;
- To support employee productivity and engagement through an improved work-life balance;
- To maximize effective use of administrative office space;
- To enhance the Board’s competitive hiring practices, talent acquisition and retention strategies;
- To maintain service delivery and business continuity in the event of an emergency.

3. DEFINITIONS

Board refers to ~~the~~ Toronto District School Board, which is also referred to as ~~the~~ “TDSB.”

Flexible Working refers to alternate work arrangements which provide greater flexibility and may include various types or combinations of working arrangements, including but not limited to remote working, scheduling working hours within TDSB core hours, alternative work schedules (e.g., summer flex hours program).

Information Technology Resources include but are not limited to computers, phones, tablets, cellular/mobile technology, computer applications, email, servers, networks, internet services, internet access including access to external websites, data and any other electronic or communication technology that exist today or may be developed in the future regardless of whether or not it may be used as a standalone device.

Record refers to any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business.

Remote Working refers to an alternate work arrangement, in which work that is normally conducted by the employee at a TDSB site, is performed at an alternate location including the employee’s home.

TDSB refers to ~~the~~ Toronto District School Board, which is also referred to as the “Board.”

Workplace, under the *Occupational Health and Safety Act*, refers to any land, premises, location or thing at, upon, in or near which an employee works, but does not include a private residence and its related lands.

4. RESPONSIBILITY

The Director of Education holds primary responsibility for the implementation of this Policy.

Within the Director’s Office, the responsibility for the coordination and day-to-day management of the Policy is assigned to the Associate Director, Organizational Transformation, Accountability, and Legal ~~Business Operations and Service Excellence~~.

5. APPLICATION AND SCOPE

This Policy applies to TDSB staff authorized for flexible working arrangements based on assessment and approval of eligibility criteria outlined below in section 6.1. - General Principles.

This Policy may have limited application to the Director of Education, Associate Directors, Executive Council members, Superintendents of Education, based on their roles, responsibility, and support of stakeholders within the organization.

This Policy does not apply or may have limited application to certain staff due to the nature of their work or staff that directly serve students and schools as these are critical positions required to provide the highest level of support to students, parents/guardians, and the school communities. ~~Examples of positions are listed in the Appendix A.~~

6. POLICY

6.1. General Principles

- 6.1.1. ~~The Board~~ TDSB recognizes that modern employment techniques and methodologies, including flexible working, have significant potential for advancing service delivery, business continuity, and attracting a diversity of talent.
- 6.1.2. ~~The Board~~ TDSB acknowledges that flexible working can be mutually beneficial to the organization and individual employees by improving employee mental health and well-being; making better use of office space at TDSB sites; strengthening service delivery; and supporting overall environmental objectives and the TDSB's Climate Action Plan.
- 6.1.3. Successful flexible working arrangements will be built on mutual understanding between TDSB employees, supervisors and Employee Services.
- 6.1.4. The Board will determine flexible working arrangements based on strategic and operational requirements of ~~the~~ TDSB.
- 6.1.5. Flexible working arrangements, including remote working, are non-mandatory, optional arrangements intended to provide flexibility to employees, and as such cannot constitute any additional commitments, liabilities or costs on behalf of ~~TDSB~~ the Board.
- 6.1.6. ~~The Board~~ TDSB will establish core hours as part of flexible working.
- 6.1.7. Eligibility for flexible working will be based on employee job description, duties and responsibilities, performance expectations, and the ability to carry out job responsibilities under flexible working arrangements. Eligibility for flexible working will require formal authorization by supervisor and will subsequently be submitted to the Executive lead and Employee Services to ensure consistency of application for position/job category across the organization.

- 6.1.8. The resources that an employee needs to do their job must be easily transferable or available electronically in order to work remotely.
- 6.1.9. TDSB employees may participate in flexible working on a temporary or permanent basis as determined by the Board and based on operational needs.
- 6.1.10. Flexible working arrangements will be incorporated into job postings as they apply to the position being filled.
- 6.1.11. Flexible working employees will abide by all terms and conditions of their employment, including the relevant employment and collective agreement, TDSB policies and procedures, and any applicable legislation, including the Ontario *Employment Standards Act, 2000* and regulatory requirements.
- 6.1.12. Employees are expected to reside and be physically located within Ontario and be able to attend their assigned TDSB administrative sites with sufficient notice and as needed.
- 6.1.13. Remote working arrangements will be based on a schedule established and agreed upon between the employee and employee's supervisor but may be modified or revoked by ~~the~~ TDSB at any time with sufficient notice to the employee.
- 6.1.14. Employee compensation, work status, total number of work hours, workload and work responsibilities will not change for remote working employees.
- 6.1.15. Accommodation requests, including accessibility or integration of flexible working arrangements as part of gradual return to work programs, will be addressed in accordance with the Accessibility Policy (P069) and Employment Equity Policy (P029), Human Rights Policy (P031).

6.2. Performance Accountability

- 6.2.1. TDSB supervisors and employees have a shared responsibility for establishing successful flexible working conditions that enable employees to achieve high performance expectations.
- 6.2.2. To promote performance accountability, employee duties, responsibilities and performance expectations under the flexible working arrangement will be clearly outlined.
- 6.2.3. Flexible working employees' performance will be subject to the same performance evaluation process as all other employees, with an emphasis on outcomes and results.

- 6.2.4. Employees assigned to flexible working are expected to meet performance expectations as set out in their employment agreement and will remain accountable to their direct supervisor through regular check-ins and updates.
- 6.2.5. Flexible working employees are expected to maintain the same level of service and responsiveness to clients, both internal and external, including while working remotely.
- 6.2.6. Flexible working employees and supervisors may be required to complete training and review resources related to flexible working, including health and safety and use of business, collaboration, and communication tools, depending on the flexible working arrangement.

6.3. Employee Health, Safety and Well-Being

- 6.3.1. ~~The Board~~ TDSB recognizes health and safety as a shared responsibility of both the employer and its employees, and as such, encourages active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.
- 6.3.2. Employees are expected to adhere to safe work practices outlined in the Occupational Health and Safety Policy (P048) and consistent with the *Occupational Health and Safety Act*.
- 6.3.3. Employees will designate a secure, clean, safe and quiet space as their workspace for remote working. Employees will be available on screen for virtual meetings.
- 6.3.4. All employees, including remote working employees, are subject to ~~the~~ TDSB's Restrictions on Alcohol, Drug and Tobacco Use Policy (P095) when working on TDSB property or while engaging in Board related functions.

6.4. Attendance Reporting

- 6.4.1. ~~The~~ TDSB will implement an attendance reporting system to support employee safety and well-being, to advance performance accountability, and to ensure compliance with the *Workplace Safety and Insurance Act* and federal tax regulations.
- 6.4.2. Flexible working employees are expected to be reachable via electronic means of communication during scheduled work hours and will report to work and/or report time worked in accordance with their employment agreement.

- 6.4.3. Remote working employees must be available to be physically present at a TDSB site as may be necessary from time-to-time for in-person meetings, training sessions, or similar events or activities, with sufficient notice to the employee.

6.5. Work Related Injury and Reporting

- 6.5.1. Remote working employees will follow the same accident or injury reporting requirements as employees working at a regular TDSB site.
- 6.5.2. TDSB staff will continue working with the Board's Joint Health and Safety Committee to review and address health and safety concerns related to flexible working.
- 6.5.3. ~~The~~ TDSB will not be held responsible for any non-work-related injuries that occur at an employee's personal residence used as a remote working location, as well as any injuries to family members, visitors and others in the employee's personal residence.

6.6. Flexible Working Resources and Equipment

- 6.6.1. Remote working employees will be provided with standard equipment and information technology resources to perform their work efficiently and effectively.
- 6.6.2. Employees who are authorized to participate in remote working will be responsible for costs related to furnishings (e.g., chairs, desks, filing cabinets or printers, etc.) as well as internet, electricity, heat and hydro costs, when working from their personal residence.
- 6.6.3. Remote working employees will follow standard procurement process to order office supplies (e.g., stationery, paper, etc.) through Board approved vendors and will pick up the ordered supplies from the office for home use.
- 6.6.4. Employees are responsible for protecting ~~the~~ TDSB's physical assets, equipment and information technology resources at all times and may be required to cover replacement costs in case of loss, theft, improper use and damage.

6.7. Remote Working Technology Compliance

- 6.7.1. Remote working employees must have access to secure and reliable internet as a condition for approval.
- 6.7.2. Remote working employees must use the Virtual Private Network (VPN) application issued by the TDSB, when accessing public and open networks.

- 6.7.3. Using any other VPN application to access any TDSB information technology resources and services is prohibited, unless special permission or authorization has been obtained in advance by the Information Technology and Information Management Department.

6.8. Records Management and Protection of Privacy

- 6.8.1. TDSB policies and procedures, including the Records and Information Management Policy (P097), Acceptable Use of Information Technology Resources Policy (P088), and the Freedom of Information and Protection of Privacy Policy (P094) apply to employees when working under flexible work arrangements.
- 6.8.2. Remote working employees must ensure secure storage of TDSB records at remote work locations, including in personal residences, at all times.
- 6.8.3. Employees must follow ~~the~~ TDSB processes for the disposal or destruction of TDSB records and information.
- 6.8.4. Employees are responsible for protecting TDSB’s information resources (including confidential and personal information) from loss, theft, damage and/or unauthorized access, applying the same standards of care in the remote location as when regularly working at TDSB sites.

7. SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this Policy.

8. EVALUATION

~~This Policy will initially be reviewed annually for the first four (4) years after the effective date, and at a minimum, every four (4) years thereafter.~~

This Policy will be reviewed as required but at a minimum every (5) years.

9. APPENDICES

~~Appendix A: Examples of Positions not Currently Covered under the Flexible Working Arrangements Policy~~
N/A

10. REFERENCE DOCUMENTS

Policies:

- Acceptable Use of Information Technology Resources (P088)
- Accessibility (P069)
- Disconnecting from Work (P102)
- Freedom of Information and Protection of Privacy (P094)
- [Human Rights Policy \(P031\)](#)
- Occupational Health and Safety (P048)
- Records and Information Management (P097)
- Restrictions on Alcohol, Drug and Tobacco Use (P095)

Operational Procedures:

- Board Code of Conduct (PR585)
- Flexible Working (PR732)
- Freedom of Information and Protection of Privacy (PR676)
- Records and Information Management (PR677)

Legislative Acts and Regulations:

- *Accessibility for Ontarians with Disabilities Act*
- *Employment Standards Act, [2000](#)*
- *Human Rights Code*
- *Occupational Health and Safety Act*
- *Workplace Safety and Insurance Act*

APPENDIX A**Examples of Positions not Currently Covered under the Flexible Working Arrangements Policy**

Not an exhaustive list, subject to change, seek confirmation with Employee Services.

Job Category/Classification

- ~~Alternative Program Representative~~
- ~~Aquatic staff~~
- ~~Aquatics Instructor — PD & DD~~
- ~~Attendance Counsellor~~
- ~~Black Cultural Program Instructor~~
- ~~Bus Driver~~
- ~~Caretaking~~
- ~~Ceramics Technician~~
- ~~Child and Youth Counsellor~~
- ~~Child and Youth Worker~~
- ~~Classroom Co-coordinator and Program Facilitator~~
- ~~Clerical~~
- ~~Computer Technician Adult ESL~~
- ~~Concurrent Program Instructor~~
- ~~Court Liaison Worker~~
- ~~Deaf/blind Intervener~~
- ~~Designated Early Childhood Educator~~
- ~~Driver/Courier~~
- ~~Early Childhood Assistant~~
- ~~Educational Assistant~~
- ~~Educational Assistant, SNAs~~
- ~~Educational Audiologist~~
- ~~ESL/LINC Instructors~~
- ~~Food Program Assistant~~
- ~~Food Services staff~~
- ~~Grounds~~
- ~~Horticultural Instructor~~
- ~~Household Science Assistant~~
- ~~Individual Student Support Assistant — SIP~~
- ~~International Language Instructor~~
- ~~Instructors~~
- ~~Itinerant Music Instructor~~
- ~~Job Coach~~
- ~~Joint Health and Safety Committee Inspectors~~

- ~~Laboratory Assistant~~
- ~~LBS/ESL Outreach Worker~~
- ~~Library Technician — Adult Day Schools~~
- ~~Lifeguard/Instructor~~
- ~~Literacy Basic Skills Instructor~~
- ~~Lunchroom Supervisor~~
- ~~Maintenance and Construction functions (MCSTC)~~
- ~~Multilingual Team Leader~~
- ~~Native Language Instructors and Parenting Worker~~
- ~~Night school office, clerical and technical~~
- ~~Noon Hour Assistant~~
- ~~Occupational Therapist~~
- ~~Office, Clerical and Technical — day & night~~
- ~~Physiotherapists~~
- ~~Principal~~
- ~~Psycho-Educational Consultant~~
- ~~Psychologists and Psychological Associate School Based Safety Monitor~~
- ~~Security~~
- ~~Seniors' Day-time Instructor~~
- ~~Sign Language Facilitator~~
- ~~Skilled Trades~~
- ~~Social Worker~~
- ~~Special Needs Assistant~~
- ~~Speech-Language Pathologist~~
- ~~Student Equity Program Advisor~~
- ~~Student Travel Safety Assistant~~
- ~~Teacher~~
- ~~Vice-Principal~~
- ~~Warehouse~~

POLICY REVIEW WORK PLAN

Date: [May 31, 2023](#)

All policies will be developed to ensure consistency with the TDSB's Mission, Values and Goals Policy (P002), the Equity Policy (P037), and the Board's Multi-Year Strategic Plan.

POLICY INFORMATION

Policy Title and Policy Number: [Flexible Working Arrangements \(P103\)](#)

Review during fiscal year: [2022/2023](#)

Last reviewed: [June 29, 2022](#)

Executive Council member responsible for this Policy review: [Associate Director, Organizational Transformation and Accountability](#)

I. PLANNING AND OBTAINING DIRECTIONS

This Policy Review Plan has been discussed with the Policy Coordinator:

- Yes
 No

This Policy Review Plan will be discussed at the Governance and Policy Committee meeting held on: [May 31, 2023](#)

II. REVISIONS

Formatting Changes

The Policy will be formatted to align with the current Policy Template (see Operational Procedure PR501, Policy Development and Management, Appendix A):

- Yes
 No

Content Changes

The Policy requires content revisions:

- Yes
 No

The content changes are due to the following reason(s):

- Legislation
- Government directives/policies
- Board decisions (Policy evaluation requirement to review annually for the first four years after the effective date)
- Multi-Year Strategic Plan requirements
- Operational requirements
- Simplify and/or update using plain language
- Alignment with Equity Policy

Detailed information on proposed review, including considerations of the policy equity assessment:

- Review system/operational impacts of the Policy, including through a survey to managers/employees and union/federation partners regarding flexible working arrangements across the System. Identify any operational requirements to be considered.
- Review best practices in other school boards and organizations that may suggest further improvements to the Policy.
- Update the Responsibility section of the Policy to reflect organizational structure.

A review of leading practices for similar policies across jurisdictions will be undertaken for this policy.

III. INTERNAL REVIEWS AND SIGN-OFFS

The draft Policy will include input from TDSB departments affected by the Policy:

- Learning Transformation and Equity
- Modernization and Strategic Resource Alignment
- Organizational Transformation and Accountability
- Student Well-Being and Innovation

In addition, the following departments will be required to review the proposed draft Policy:

- Legal Services
- Policy Services
- Government, Public and Community Relations

Following internal reviews and TDSB departments' review and input, the draft Policy will be submitted to Executive Council on: [June-September 2023](#)

A sign-off from the Director of Education will be obtained before proceeding with external consultations and/or Committee/Board approval.

Director of Education

IV. EXTERNAL CONSULTATIONS

Are external consultations applicable to this Policy?

Yes

No (*Ministry of Education mandated policy or corporate policy without external stakeholders*)

Mandatory external consultations will include, at a minimum:

1. Posting of the working draft Policy on TDSB website for public feedback (45 days minimum): [45 days \(September-November 2023\)](#)
2. Extending invitations for consultation to:

Student Senate

and

all Community Advisory Committees of the Board and conducting consultations with the Community Advisory Committees that expressed interest (either individually with each interested committee or collectively with representatives of all interested committees):

- Urban Indigenous Community Advisory Committee
- 2SLGBTQ+ Advisory Committee
- Alternative Schools Advisory Committee
- Black Student Achievement Advisory Committee
- Community Use of Schools Advisory Committee
- Early Years Advisory Committee
- Environmental Sustainability Community Advisory Committee
- Equity Policy Advisory Committee
- French as a Second Language Advisory Committee
- Inner City Advisory Committee
- Parent Involvement Advisory Committee (PIAC)

- Special Education Advisory Committee (SEAC)

In addition to mandatory consultations, other external participants and projected dates of consultation(s) include:

- School Councils
- Professional Associations and Unions
- Other: [Survey](#)

The following methods will be applied in the external consultations:

- Public meeting
- Facilitated focus group
- Call for public delegations
- Expert panel discussion
- Survey
- Posting on the TDSB website
- Other: (e.g., electronic communication)

V. COMMITTEE/BOARD APPROVALS

Following external consultations and revisions, the working draft Policy will be presented to the Governance and Policy Committee on the following date: [November 2023](#)

Following recommendation by the Governance and Policy Committee, the revised Policy will be presented to the Board on the following date: [December 2023](#)

Once approved, the revised Policy will replace the existing policy on the TDSB website.

VI. IMPLEMENTATION

Following Board approval, the Policy will be communicated through:

- Posting the Policy on the TDSB website through the Policy Coordinator
- Sharing with staff through the System Leaders' Bulletin
- Informing departments at staff meetings and channeling information to the school principals through respective superintendents
- Implementation of a broad communication plan for internal and external audiences, including summary of policy revisions and expected outcomes
- Other: [Updates to the Leaders' Toolkit to Support Flexible Working Arrangements and Q&A Page, as necessary.](#)

Policy implementation will include:

Conducting information/training sessions to TDSB staff affected by the Policy

Review of accompanying procedures: [November - December 2023 Flexible Working Arrangements Procedure \(PR732\)](#)

Blank Page



Disconnecting from Work Policy (P102), Phase 5

To: Governance and Policy Committee

Date: 7 February, 2024

Report No.: 02-24-4659

Strategic Directions

- Create a Culture for Student and Staff Well-Being

Recommendation

It is recommended that the revised Disconnecting from Work Policy (P102), as presented in this report, be approved.

Context

The Disconnecting from Work Policy (P102) is being reviewed in accordance with the Policy Review Schedule and Policy Review Work Plan approved by the Board of Trustees on June 14, 2023.

Revisions to the Disconnecting from Work Policy (P102) are based on a review of best practices, system feedback, operational requirements and alignment with the directions as set out in the *Employment Standards Act*, Part VII, 0.1 – Written Policy on Disconnecting from Work and the *Working for Workers Act, 2021*. Key changes include minor revisions to the definitions of After-Hours and Working Hours for added clarity and other housekeeping changes such as updating the position title in responsibility section to reflect the current organizational structure.

As part of the policy review process, policy consultations took place for a 45-day period between October 27, 2023 and December 11, 2023 and included community advisory committees, Student Senate, employees, managers and union/federation partners. The feedback obtained through public consultations was reviewed and considered when preparing revisions to the draft Policy.

The revised Disconnecting from Work Policy (P102) (Appendix A) is being presented to the Committee for consideration and approval.

The Policy Review Work Plan has been provided for reference (Appendix B).

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's directions, the revised Policy will be provided to the Board of Trustees for consideration and final approval. Staff will initiate the review of existing operational procedures and development of any new operational procedures, as required, to support implementation of the Policy.

Resource Implications

No additional resources will be required for implementation of the Policy at this time.

Communications Considerations

Following Board approval, the revised Policy will be communicated to the system and posted on the Board's public website.

Board Policy and Procedure Reference(s)

- Disconnecting from Work Procedure (PR737)

Appendices

- Appendix A: Disconnecting from Work Policy (P102) – revised with tracked changes
- Appendix B: Policy Review Work Plan

From

Leola Pon, Associate Director, Organizational Transformation, Accountability, and Legal at Leola.pon@tdsb.on.ca

Lorraine Linton, Interim Executive Superintendent, Employee Services, at Lorraine.linton@tdsb.on.ca

Krish Chakraborty, System Officer – Performance Strategy & Senior Legal Counsel, at krish.chakraborty@tdsb.on.ca

Toronto District School Board

Policy P102

Title: **DISCONNECTING FROM WORK**

Adopted: May 25, 2022
 Effected: May 25, 2022
 Revised: [N/A \[new date\]](#)
 Reviewed: [N/A \[new date\]](#)
 Authorization: Board of Trustees

1.0 RATIONALE

The Disconnecting from Work Policy (the “Policy”) was developed in accordance with the *Employment Standards Act, 2000* Part VII.0.1 – Written Policy on Disconnecting from Work.

2.0 OBJECTIVE

- To establish healthy and professional boundaries between work and personal time as an investment in positive mental health, well-being and overall employee productivity;
- To develop a positive workplace culture; and
- To support a culture of service excellence.

3.0 DEFINITIONS

After-Hours means any time between the hours of 7:00 p.m. to 7:00 a.m., Monday to Thursday, and after 6:00 p.m. Friday, all day Saturday, Sunday, statutory holidays, and (if applicable) any other Board-designated non-working days. ~~After-Hours differs from definition of Working Hours provided below.~~ After-Hours indicates the time when the majority of TDSB business activities and related communications are reduced/concluded and the majority of Employees disconnect. After-Hours are distinguishable from and do not directly relate to the Working Hours, which pertain to individual Employees’ formal hours of work. (See also Working Hours).

Board means ~~the~~ Toronto District School Board, which is also referred to as ~~the~~ “TDSB”.

Disconnect from Work means not engaging in work-related communications, including emails, telephone calls, video calls, messaging/texting or the sending or reviewing of other messages, so as to be free from the performance of work.

Emergency means a time-sensitive situation due to legislative, Government, or regulatory requirements, or an unforeseen situation, or the threat of a situation, adversely affecting health, safety, security, and/or well-being, or resulting in significant legal risk or financial damage or loss, including operational requirements and crises, which by its nature and seriousness requires an immediate response.

Employee means an individual employed by TDSB to perform services in exchange for a salary or an hourly wage on a casual, temporary or permanent basis. For clarity, independent and dependent contractors and their staff and subcontractors are not considered Employees.

TDSB means ~~the~~ Toronto District School Board, which is also referred to as the "Board".

Working Hours means an Employee's working hours as set out in their employment agreement/collective agreement or as determined by their manager/supervisor. Employees' working hours vary by department or work unit depending on specific agreements or arrangements with Employees (e.g., night, weekend, overtime), employment and collective agreements, and the Employee's duties, responsibilities, and professional obligations, which may require the Employee to be available for Emergencies, urgent or time-sensitive matters, or to be on-call. Working Hours are distinguishable from After-Hours. (See also After-Hours).

4.0 RESPONSIBILITY

The Director of Education holds primary responsibility for implementation of this Policy.

Within the Director's Office, the responsibility for the coordination and day-to-day management of the Policy is assigned to the Associate Director, Business Operations and Service Excellence Organizational Transformation, Accountability, and Legal.

5.0 APPLICATION AND SCOPE

This Policy applies to all Employees including managerial staff.

6.0 POLICY

General Principles

6.1. ~~The Board~~TDSB is committed to creating healthy and professional boundaries between work and personal time that support Employees' mental health, well-being, and work-life balance.

- 6.2. Employees are expected to Disconnect from Work outside of their Working Hours and After-Hours and will respect other Employees' desire to Disconnect from Work.
- 6.3. Outside their Working Hours or After Hours, Employees-:
- a) will make best efforts not to send individual emails to staff, and
 - b) will not circulate ~~group or mass~~ system-wide emails to staff, engage other Employees in business meetings, or make work-related phone calls to Employees ~~outside their Working Hours or After Hours~~.
- 6.4. Public and Trustee inquiries will be responded to within a reasonable timeframe during the recipient ~~Employee~~ Employee's Working Hours.
- 6.5. Employees are not required to respond to work-related emails, phone calls or engage in meetings outside their Working Hours ~~subject to Exceptions and Conditions outlined in sections 6.8 - 6.11~~.
- 6.6. Employees will not be reprimanded, subjected to discipline, or denied the rights and privileges provided to them under their employment contracts and collective agreements for Disconnecting from Work. Conversely, the Board will not afford Employees' beneficial treatment for choosing to stay connected.
- 6.7. Each department or work unit leader will discuss these expectations with their teams and tailor the requirements in this Policy to suit the unique work arrangements, if any, of the department/work unit and its members.
- 6.8. The foregoing provisions are subject to the Exceptions and Conditions outlined in sections 6.98 - 6.124 below.

Exceptions and Conditions

- 6.9. Notwithstanding the provisions above, Employees are expected and permitted to engage in business activities outside their Working Hours or After-Hours in response to an Emergency, as defined in section 3.0.
- 6.10. Employees are expected to respond and engage in business activities outside their Working Hours or After-Hours once they become aware of an Emergency situation and if they are available.
- 6.11. Employees who are on-call or otherwise required to be available due to the nature of their role in accordance with their collective agreements/terms and conditions of employment, will be required to attend to work activities outside their Working Hours or After-Hours as required. These situations include, but are not limited to, Board and Committee meetings, community

meetings, off-site meetings, interactions with clients and stakeholders in different time zones, unexpected disruptions or requirements in operations, business functions (e.g., [Smartfind Smart Find](#) Express callout), and services that require timely attention (e.g., snowstorms, water main breaks, electrical blackouts, IT-related service disruptions, opening and closing buildings, safety, and security), and any other situation as determined by the manager/supervisor as critical and time-sensitive that cannot be conducted during the Employees' Working Hours.

- 6.12. This Policy is subject to conditions and requirements of applicable employment contracts, collective agreements, and [employment](#) statutory rights under the Ontario *Employment Standards Act, 2000* ("ESA") and [the Human Rights Code](#). In the event of a conflict between this Policy and the above documents, the latter will prevail. Nothing in this Policy takes away from or provides Employees with any additional rights or compensation beyond what is set out in their collective agreement/terms and conditions of employment.

Communications

- 6.13. Employees will not contact other Employees who are on vacation or an approved leave of absence on work-related matters unless communication is warranted under Exceptions and Conditions outlined in sections [6.98](#) - [6.124](#). The sender will consider the timing of their communication and potential for disturbance, and the recipient should understand that they will not be expected to respond until they recommence work and during their Working Hours.
- 6.14. If an Employee is not online or available during their Working Hours, they will update their status on communication platforms, such as Outlook or voice mail, to indicate as such.
- 6.15. Employees who anticipate being absent for an extended period of time will communicate this in advance to their supervisor/manager, colleagues, and/or contacts. The supervisor/manager will make arrangements where possible to provide coverage during the absence or take proactive steps to address matters before the absence.

Reporting Concerns

- 6.16. Employees will report concerns or issues related to Disconnect from Work, in writing, to their immediate manager/supervisor. If the Employee does not feel comfortable reporting concerns to their immediate manager/supervisor, the Employee may direct their concerns to [Employee Services People and Culture](#), and or seek assistance of union/employee association.
- 6.17. Employees will not be subject to reprisal for reporting concerns in good faith.

- 6.18. An Employee who retaliates against someone who has reported a concern regarding Disconnect from Work in good faith may be subject to discipline.
- 6.19. Harassment, bullying, or discrimination of any type against Employees for implementing and adhering to this Policy will not be tolerated as per the Board Code of Conduct (PR585).

Distribution to Employees

- 6.20. Employees will be provided with a copy of this Policy ~~and accompanying procedure~~ within 30 days of approval or revision.
- 6.21. New Employees will be provided with a copy of this Policy within 30 days of starting employment with TDSB.
- 6.22. TDSB will retain copies of the Policy after the Policy ceases to be in effect in accordance with the Records and Information Management Policy (P097) and TDSB records retention schedule.

7.0 SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this Policy.

8.0 EVALUATION

This Policy will be reviewed within the first year after the effective date, and subsequently, as required but at a minimum every ~~four (4)~~ five (5) years.

9.0 APPENDICES

- N/A

10.0 REFERENCE DOCUMENTS

Policies and Operational Procedures:

- Records and Information Management Policy (P097)
- Board Code of Conduct (PR585)
- E-mail Usage (PR572)

Legislative Acts and Regulations:

- Employment Standards Act, 2000, Part VII.0.1 – Written Policy on Disconnecting from Work
- Human Rights Code

POLICY REVIEW WORK PLAN

Date: [May 31, 2023](#)

All policies will be developed to ensure consistency with the TDSB's Mission, Values and Goals Policy (P002), the Equity Policy (P037), and the Board's Multi-Year Strategic Plan.

POLICY INFORMATION

Policy Title and Policy Number: [Disconnecting from Work \(P102\)](#)

Review during fiscal year: [2022/2023](#)

Last reviewed: [May 25, 2022](#)

Executive Council member responsible for this Policy review: [Associate Director, Organizational Transformation and Accountability](#)

I. PLANNING AND OBTAINING DIRECTIONS

This Policy Review Plan has been discussed with the Policy Coordinator:

- Yes
 No

This Policy Review Plan will be discussed at the Governance and Policy Committee meeting held on: [May 31, 2023](#)

II. REVISIONS

Formatting Changes

The Policy will be formatted to align with the current Policy Template (see Operational Procedure PR501, Policy Development and Management, Appendix A):

- Yes
 No

Content Changes

The Policy requires content revisions:

- Yes
 No

The content changes are due to the following reason(s):

- Legislation
- Government directives/policies
- Board decisions (Policy evaluation requirement to review within the first year after the effective date, and subsequently, as required but at a minimum every four (4) years)
- Multi-Year Strategic Plan requirements
- Operational requirements
- Simplify and/or update using plain language
- Alignment with Equity Policy

Detailed information on proposed review, including considerations of the policy equity assessment:

- Confirm alignment with the *Employment Standards Act, Part VII O.1 – Written Policy on Disconnecting from Work* and any other applicable legislation.
- Review system/operational impacts of the Policy, including through a survey to managers/employees regarding disconnecting from work. Identify any operational requirements to be considered.
- Review best practices in other school boards and organizations that may suggest further improvements to the Policy.
- Update the Responsibility section of the Policy to reflect organizational structure.

A review of leading practices for similar policies across jurisdictions will be undertaken for this policy.

III. INTERNAL REVIEWS AND SIGN-OFFS

The draft Policy will include input from TDSB departments affected by the Policy:

- Learning Transformation and Equity
- Modernization and Strategic Resource Alignment
- Organizational Transformation and Accountability
- Student Well-Being and Innovation

In addition, the following departments will be required to review the proposed Draft Policy:

- Legal Services
- Policy Services
- Government, Public and Community Relations

Following internal reviews and TDSB departments' review and input, the draft Policy will be submitted to Executive Council on: [June-September 2023](#)

A sign-off from the Director of Education will be obtained before proceeding with external consultations and/or Committee/Board approval.

- Director of Education

IV. EXTERNAL CONSULTATIONS

Are external consultations applicable to this Policy?

- Yes
- No (*Ministry of Education mandated policy or corporate policy without external stakeholders*)

Mandatory external consultations will include, at a minimum:

1. Posting of the working draft Policy on TDSB website for public feedback (45 days minimum): [45 days \(September-November 2023\)](#)
2. Extending invitations for consultation to:

- Student Senate

and

all Community Advisory Committees of the Board and conducting consultations with the Community Advisory Committees that expressed interest (either individually with each interested committee or collectively with representatives of all interested committees):

- Urban Indigenous Community Advisory Committee
- 2SLGBTQ+ Advisory Committee
- Alternative Schools Advisory Committee
- Black Student Achievement Advisory Committee
- Community Use of Schools Advisory Committee
- Early Years Advisory Committee
- Environmental Sustainability Community Advisory Committee

- Equity Policy Advisory Committee
- French as a Second Language Advisory Committee
- Inner City Advisory Committee
- Parent Involvement Advisory Committee (PIAC)
- Special Education Advisory Committee (SEAC)

In addition to mandatory consultations, other external participants and projected dates of consultation(s) include:

- School Councils
- Professional Associations and Unions
- Other:

The following methods will be applied in the external consultations:

- Public meeting
- Facilitated focus group
- Call for public delegations
- Expert panel discussion
- Survey
- Posting on the TDSB website
- Other: (e.g., electronic communication)

V. COMMITTEE/BOARD APPROVALS

Following external consultations and revisions, the working draft Policy will be presented to the Governance and Policy Committee on the following date: [November 2023](#)

Following recommendation by the Governance and Policy Committee, the revised Policy will be presented to the Board on the following date: [December 2023](#)

Once approved, the revised Policy will replace the existing policy on the TDSB website.

VI. IMPLEMENTATION

Following Board approval, the Policy will be communicated through:

- Posting the Policy on the TDSB website through the Policy Coordinator
- Sharing with staff through the System Leaders' Bulletin

- Informing departments at staff meetings and channeling information to the school principals through respective superintendents
- Implementation of a broad communication plan for internal and external audiences, including summary of policy revisions and expected outcomes
- Other: [Updates to the Leaders' Toolkit to Support Disconnecting from Work and Q&A Page](#), as necessary.

Policy implementation will include:

- Conducting information/training sessions to TDSB staff affected by the Policy
- Review of accompanying procedure: [November - December 2023 Disconnecting from Work Procedure \(PR737\)](#)

Acknowledgement of Traditional Lands

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

Reconnaissance des terres traditionnelles

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

Funding Information Requirement

At the special meeting held on March 7, 2007, the Board decided that to be in order any trustee motion or staff recommendation that would require the Board to expend funds for a new initiative include the following information: the projected cost of implementing the proposal; the recommended source of the required funds, including any required amendments to the Board's approved budget; an analysis of the financial implications prepared by staff; and a framework to explain the expected benefit and outcome as a result of the expenditure.

[1]Closing of certain committee meetings

(2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2).

(2.1) Closing of meetings re certain investigations – A meeting of a board or a committee of a board, including a committee of the whole board shall be closed to the public when the subject-matter under considerations involves an ongoing investigation under the Ombudsman Act respecting the board

Acknowledgement of Traditional Lands

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

Reconnaissance des terres traditionnelles

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

Committee Mandate

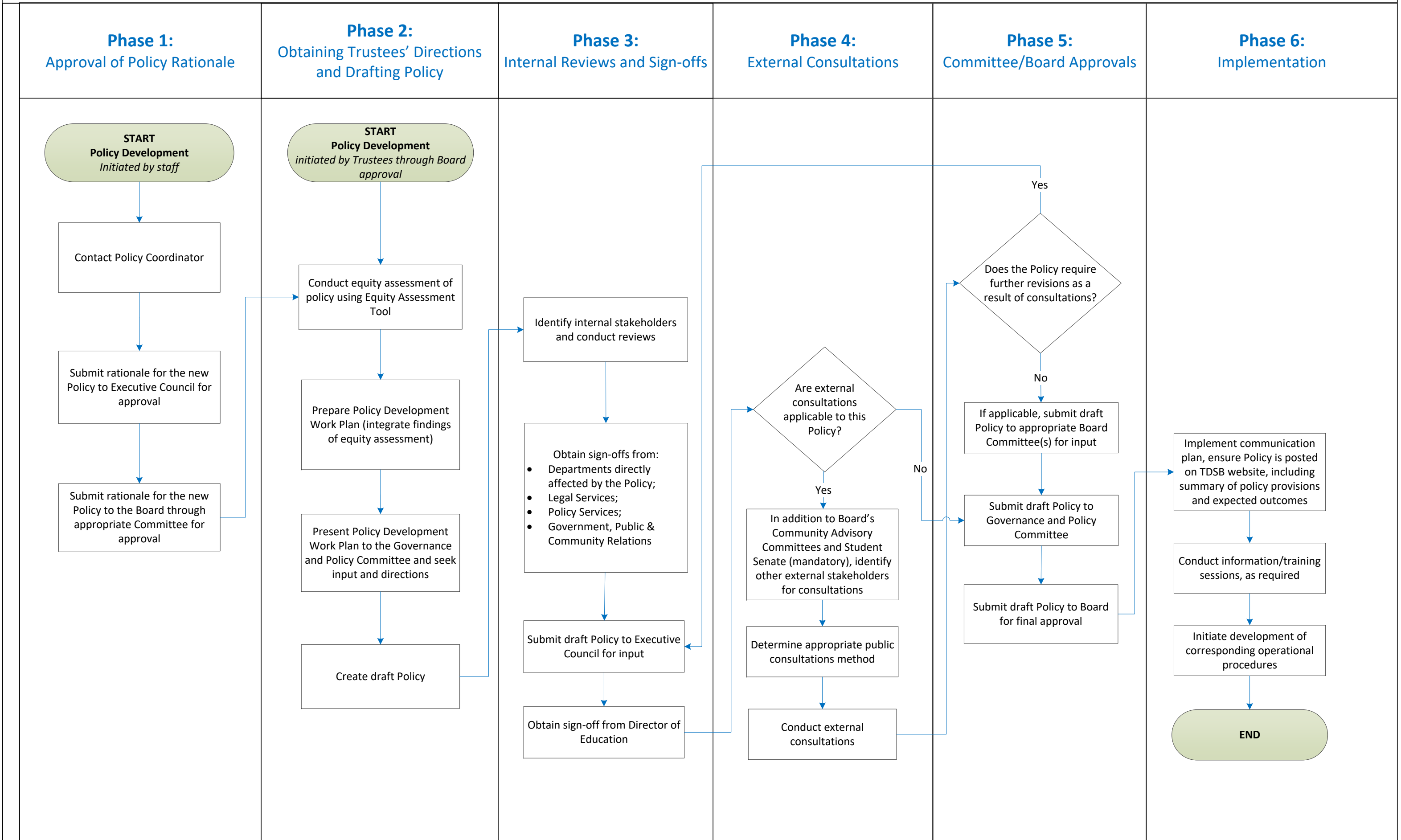
The Governance and Policy Committee's mandate will be to consider and make recommendations to the Board on governance and policy matters referred to it for consideration, including review of Board governance practices and the ongoing development and review of the Board's policies.

For Information Only Items

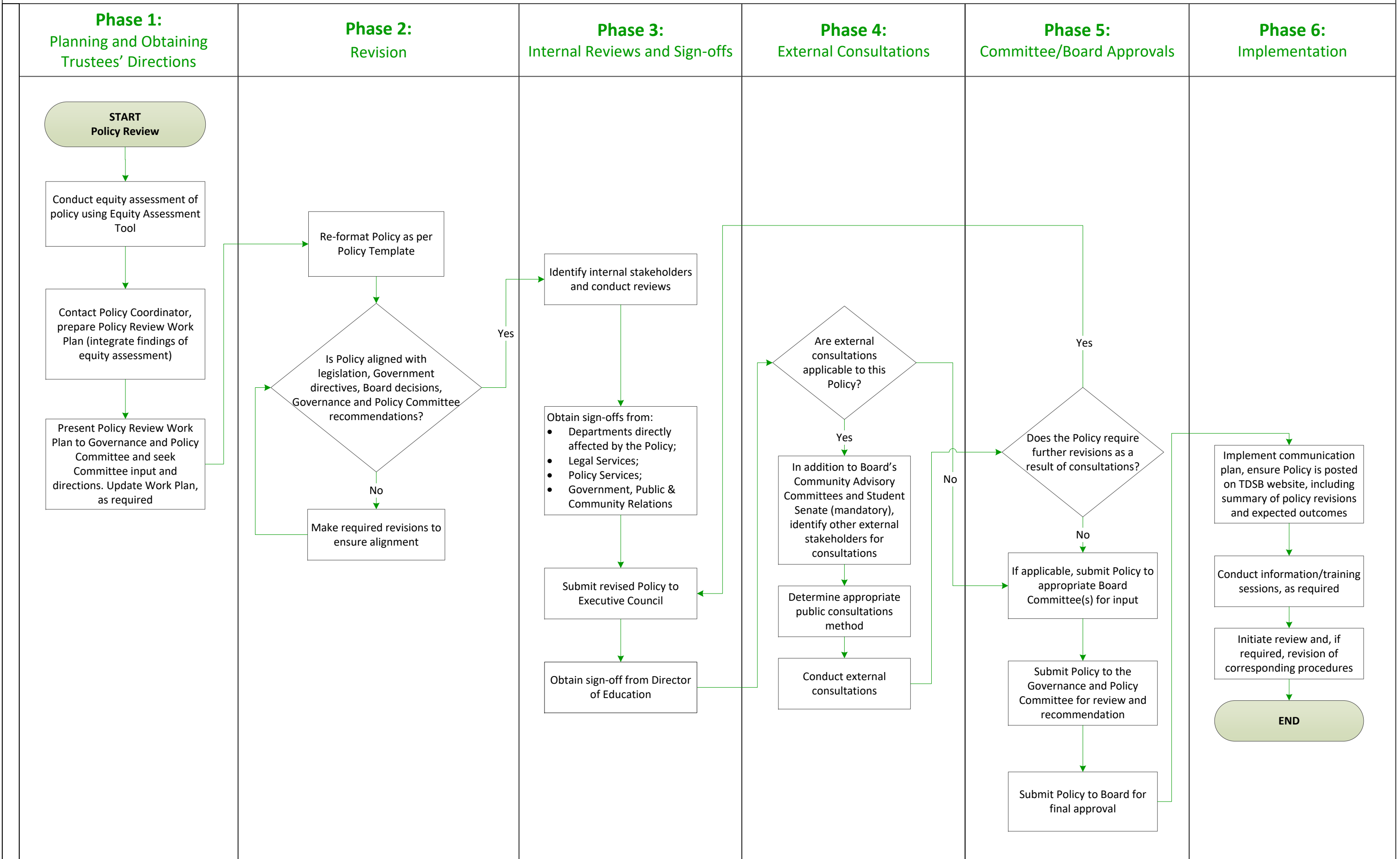
On November 10, 2021, the Board decided:

- (a) That operational procedures be included in the committee agenda package for information only and would not be presented by staff during the meeting, with questions and discussion held until the end of the meeting, as required;
- (b) That procedures for information be included in Trustees' Weekly as a reminder only.

POLICY DEVELOPMENT PROCESS



POLICY REVIEW PROCESS





Our Mission

To enable all students to reach high levels of achievement and well-being and to acquire the knowledge, skills and values they need to become responsible, contributing members of a democratic and sustainable society.

We Value

- Each and every student's interests, strengths, passions, identities and needs
- A strong public education system
- A partnership of students, staff, family and community
- Shared leadership that builds trust, supports effective practices and enhances high expectations
- The diversity of our students, staff and our community
- The commitment and skills of our staff
- Equity, innovation, accountability and accessibility
- Learning and working spaces that are inclusive, caring, safe, respectful and environmentally sustainable

Our Goals

Transform Student Learning

We will have high expectations for all students and provide positive, supportive learning environments. On a foundation of literacy and math, students will deal with issues such as environmental sustainability, poverty and social justice to develop compassion, empathy and problem solving skills. Students will develop an understanding of technology and the ability to build healthy relationships.

Create a Culture for Student and Staff Well-Being

We will build positive school cultures and workplaces where mental health and well-being is a priority for all staff and students. Teachers will be provided with professional learning opportunities and the tools necessary to effectively support students, schools and communities.

Provide Equity of Access to Learning Opportunities for All Students

We will ensure that all schools offer a wide range of programming that reflects the voices, choices, abilities, identities and experiences of students. We will continually review policies, procedures and practices to ensure that they promote equity, inclusion and human rights practices and enhance learning opportunities for all students.

Allocate Human and Financial Resources Strategically to Support Student Needs

We will allocate resources, renew schools, improve services and remove barriers and biases to support student achievement and accommodate the different needs of students, staff and the community.

Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

We will strengthen relationships and continue to build partnerships among students, staff, families and communities that support student needs and improve learning and well-being. We will continue to create an environment where every voice is welcomed and has influence.