

Policy Type: **EXECUTIVE LIMITATIONS**



Policy Title: **Disconnecting From Work**

Policy statement

The Board is committed to maintaining a positive workplace culture and to the health and wellness of all members. By fostering a superior work environment where members feel valued and respected, the DRPS is in a stronger position to achieve organizational objectives. Disconnecting from work as appropriate is vital to a creating a supportive and productive workplace and to the mental and physical wellbeing of members.

A Member's ability to disconnect from work depends on the Board's or Service's operational needs, and the Board's legal responsibility for the provision of adequate and effective policing, as well as the duties and obligations of a Member's position, subject to the terms and conditions of the Member's employment with the Board, applicable collective agreements, and/or their minimum statutory entitlements under the *Employment Standards Act, 2000* (the "ESA").

This Policy is required in order to be compliant with an amendment to the the *ESA*, specifically Bill 27, the *Working for Workers Act, 2021*.

Policy Application

This Policy applies to civilian Members of the Durham Regional Police Service and Board Staff in disconnecting from work outside of their normal working hours where appropriate. In recognition of the distinct statutory and common law duties of Police Officers, this policy does not apply to sworn Members and applies only to civilian Members to whom Part VII.0.1 of the *ESA* applies.

This Policy does not afford Members a "right to disconnect" or a "greater right or benefit" beyond what is contained within the terms and conditions of their employment, applicable collective agreements, and/or their minimum statutory entitlements under the *ESA*.

The Chief of Police, in regards to Service Members, and the Executive Director, in regards to Board Staff, will:

1. Develop any required directives, processes or procedures to ensure that Service Members, including managers, are able to disconnect from the workplace at appropriate times, in compliance with this Policy.

2. Ensure that:

a. All new Members and Board staff are provided with a copy of this Policy and any relevant Service directive, process or procedure within 30 days of a Member's hire date.

b. All existing Members and Board staff are provided with a copy of this Policy and any relevant Service directive, process or procedure within 30 days of approval.

c. All Members and Board staff are provided with information regarding their Standard Hours of Work given the nature of their work.

d. Managers and Supervisors take all reasonable steps to assist Service Members and Board staff under their direction to disconnect from work outside of their normal hours of work as appropriate.

e. Managers and Supervisors reasonably attempt to resolve any Member or Board staff concerns about this Policy and any relevant Service directive, process or procedure.

f. Managers and Supervisors advise Members and Board staff of instances in which they may be expected to perform work outside of their normal hours of work.

Reporting

This Policy shall be subject to exceptional reporting. The Chief of Police, or the Executive Director, as the case may be, shall report to the Board in the event that there is significant deviation from the expectations stated in the report.