

Municipality of Lakeshore – Report to Council

Strategic & Legal Affairs

Workforce Development



To: Mayor & Members of Council
From: Lisa Granger, Division Leader – Workforce Development
Date: May 13, 2022
Subject: Revised Disconnect from Work Policy

Recommendation

Direct the Clerk to read By-law 52-2022 adopting the Disconnect from Work Policy, as presented at the May 31, 2022 Council meeting.

Background

At the May 3, 2022, Council passed the following resolution:

Defer consideration of the Right to Disconnect Policy to revise policy to meet legislative minimum requirement only and not meet with the Employer of Choice strategy and present to Council at the May 31, 2022 meeting.

Comments

The intent of the *Working for Workers Act, 2021* was to amend the *Employment Standards Act, 2000* to include an employee's right to disconnect from work. The actual language in the *Employment Standards Act, 2000* clarifies this right to not only not answer the phone after hours but also to be free from performing any work duties after normal working hours. The definition of "disconnecting from work" is stated in section 21.1.1 of the *Employment Standards Act, 2000*:

"disconnecting from work" means not engaging in work-related communications, including emails, telephone calls, video calls, or sending or reviewing other messages, so as to be free from the performance of work. 2021, c. 35, Sched. 2, s. 3.

The requirements in the legislation apply to all employers in Ontario that employ more than 25 people .

The Act requires that the Municipality:

- 1) Have a policy respecting the right to disconnect from work;
- 2) Provide a copy of the written policy to staff; and
- 3) Provide a copy of the written policy to a new employee within 30 days of the employee's commencement of work with the Municipality.

The attached Policy was revised to reflect the basic requirements of the *Employment Standards Act, 2000*.

Financial Impacts

There is no direct financial impact regarding adopting this Policy. However, there may be indirect financial impacts from the implementation of related procedures in relation to this Policy. Administration will seek out approval for budget implications where a financial impact is anticipated.

Attachments

Appendix A: Revised Disconnect from Work Policy.

Report Approval Details

Document Title:	Revised Disconnect from Work Policy.docx
Attachments:	- Appendix A Revised Disconnect from Work Policy.docx
Final Approval Date:	May 26, 2022

This report and all of its attachments were approved and signed as outlined below:

Prepared by Lisa Granger

Submitted by Kristen Newman

Approved by Justin Rousseau and Truper McBride