



Peterborough Police Services Board

Disconnecting from Work

1.0 Policy Statement

- 1.1 The Peterborough Police Services Board is committed to the health and wellness of all Members of the Peterborough Police Service and Board employees, and to fostering a positive workplace culture and supportive work environment. The ability of Service Members and Board employees to disconnect from work outside of normal working hours, as and when appropriate, is vital to achieving this goal.
- 1.2 The ability to disconnect from work depends on the Board's or Service's operational needs and the Board's legal responsibility to provide adequate and effective policing as prescribed by the **Police Services Act**, as well as the terms and conditions of the Member's employment with the Board, any applicable Collective Agreement, and/or their minimum statutory entitlements under the **Employment Standards Act, 2000**.
- 1.3 This Policy is required in order to be compliant with an amendment to the **Employment Standards Act: Bill 27, the Working for Workers Act, 2021**.

2.0 Authority

- 2.1 **Police Services Act, 1990**, sections 31(1)(c).
- 2.2 **Employment Standards Act, 2000**.
- 2.3 **Bill 27, Working for Workers Act, 2021**.

3.0 Application

- 3.1 This policy applies to the Chief of Police or designate, all civilian Members of the Peterborough Police Service to whom Part VII.0.0 of the **Employment Standards Act** applies, and staff of the Peterborough Police Services Board.
- 3.2 This policy does not apply to Sworn Members except for the Chief of Police.

4.0 Direction to Chief

- 4.1 The Chief of Police or designate shall develop policies, procedures and directives to ensure that:
- a) Service Members, including Managers, are able to disconnect from the workplace at appropriate times in accordance with this Policy, and encourage Members to prioritize their own wellbeing and do so.
 - b) All new Members are provided with a copy of this Policy and any relevant Service Policy or directive within 30 days of a Member's hire date.
 - c) All existing Members are provided with a copy of this Policy and any relevant Service Policy or directive within 30 days of enactment of this Policy.
 - d) All Members are provided with clear information regarding their standard hours of work.
 - e) Managers and Supervisors take all reasonable steps to assist Service Members under their direction to disconnect from work outside of their normal hours work when appropriate and reasonably attempt to resolve any Member or Board Staff concerns about this Policy or related Service Policy, directive or procedure.
 - f) Managers and Supervisors advise Members of any instances where they may be expected to perform work outside of their normal work hours.

5.0 Board Employee Policy

- 5.1 It is the policy of the Board to ensure that Board employees:
- (a) are able to disconnect from the workplace at appropriate times in accordance with this Policy;
 - (b) are encouraged to prioritize their own wellbeing and that they do so;
 - (c) are provided with a copy of this Policy within 30 days of the date of hire;
 - (d) are provided with clear information regarding their standard hours of work;
 - (e) are encouraged to manage work and related communications during normal working hours;
- 5.2 The Board shall take all reasonable steps to assist employees to disconnect from work outside of the normal hours work when appropriate.
- 5.3 The Board shall reasonably attempt to resolve any employee concerns about this Policy.

5.4 Where practicable, the Board shall advise employees of any instances where they may be expected to perform work outside of their normal work hours, and shall provide reasonable notice of such additional hours of work.

6.0 Reporting

6.1 The Chief of Police or designate, and/or the Board Chair, shall report to the Board in the event that there is any dispute or significant deviation from the expectations stated in this Policy.

7.0 Administration

7.1 That the Policy titled Disconnecting from Work is hereby enacted this 13th day of September, 2022.

7.2 That distribution of this policy be unrestricted.



Mary ten Doeschate, Chair
Peterborough Police Services Board