

Policy GBD – Staff Communication

Summary of Feedback Received

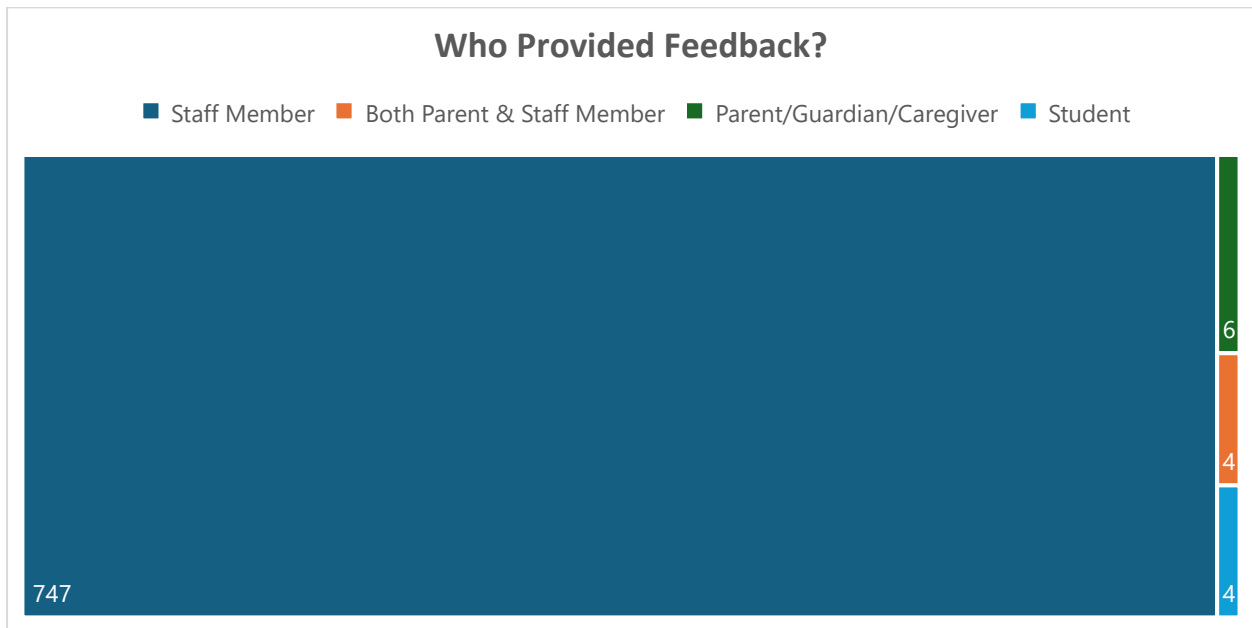
November 19, 2024

Introduction

Draft Policy GBD – Staff Communication affirms the Board’s commitment to staff wellness by highlighting the need to disconnect from work outside of work hours. The policy contains provisions recognizing various work schedules, the inevitability of emergent situations, and procedures for resolving concerns. The Board gave [first reading](#) to the policy on Sept. 17 and an invitation to staff to provide feedback was included in the [September issue](#) of the Learning Circle.

Who Provided Feedback?

Of the 761 respondents, 98.2% identified as staff members, 0.8% as parents/guardians/caregivers, 0.5% as both parent and staff member, and 0.5% as students.

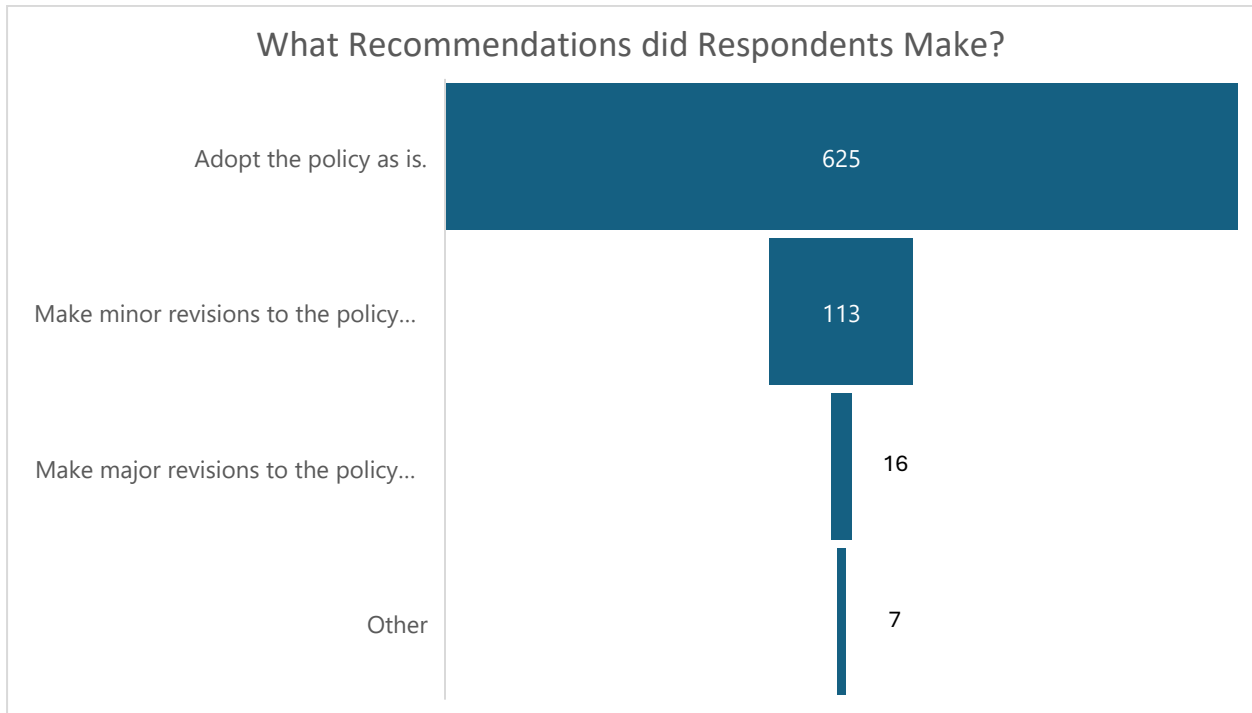


What Did They Say?

Support for the policy was evident:

- Majority Opinion: The policy is clear and relevant, with many respondents suggesting it should be adopted as is.
- Minority Opinion: Some changes are needed to ensure clarity and relevancy.

While the vast majority of respondents recommended adopting the policy as is (82%), an important number felt that some revisions were necessary, as shown below:



The following key themes and suggestions emerged from the data:

1. Clarity and Relevance:

- **Positive Feedback:** Many staff members found the policy clear and relevant, with no changes needed.
- **Suggestions for Improvement:** Some respondents suggested minor revisions for clarity, such as defining terms more clearly and providing specific examples.

2. Communication Outside Work Hours:

- **General Consensus:** There is a strong emphasis on the importance of respecting staff's time outside of work hours.
- **Specific Concerns:** Some feedback highlighted the need for clearer guidelines on what constitutes an emergency and when it is appropriate to contact staff outside of work hours.

3. Consistency Across Division:

- **Feedback:** Several respondents suggested that communication policies should be consistent across the division rather than being left to individual school principals.

4. Work-Life Balance:

- **Positive Feedback:** The policy’s intent to support work-life balance was appreciated.
- **Concerns:** Some staff members expressed concerns about the practical implementation of the policy, especially regarding the expectation to respond to communications outside of work hours.

5. Specific Recommendations:

- **Training and Support:** Suggestions included providing training on tools like “scheduled send” in Outlook to help manage communication timing.
- **Policy Implementation:** Some feedback called for more explicit instructions on how to handle communication during non-working hours, including the use of automated messages and clear boundaries for communication with parents.

6. Additional Comments:

- **Feedback on Policy Drafting:** Some respondents felt the policy was too wordy and suggested simplifying the language.
- **Concerns About Enforcement:** There were concerns about how the policy would be enforced and whether it would be realistic to expect staff to disconnect completely outside of work hours.

Conclusion

Overall, the feedback indicates strong support for the policy’s goals of promoting clear communication and work-life balance. However, there are calls for minor revisions to enhance clarity and ensure consistent application across the division. The feedback also highlights the need for clear guidelines on communication outside of work hours and the importance of providing support and training to staff. This feedback will be used to prepare the version that will be presented for second reading at a subsequent Board meeting.