

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
STAFF COMMUNICATION	GBD

I. POLICY

The Board of the Louis Riel School Division (LRSD) strives to maintain a workplace environment that promotes and enhances employee work life balance and encourages and supports employees prioritizing their own wellbeing.

The Board recognizes that work life balance is important to overall well-being. Reducing stress improves both physical and psychological health, thereby increasing job satisfaction and decreasing the potential for burnout.

Consistent with the foregoing, the Board mandates the **GUIDELINES** and **PROCEDURES** below with respect to communication involving its employees.

II. GUIDELINES

- A. The objective of disconnecting from work refers to a period in which employees do not engage in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.
- B. Nothing in this **POLICY** precludes the Board or other employees of the Board from contacting colleagues, other employees, students and/or families outside regular working hours for circumstances as outlined below, or as otherwise required to meet business needs.
- C. This policy is subject to any rights or other entitlements employees may have under [The Employment Standards Code \(Manitoba\)](#) and relevant Collective Agreements and/or Memoranda of Agreement.
- D. This policy does not preclude the employee's responsibilities and/or duties under relevant legislation such as, but not limited to, [The Public Schools Act](#), [The Education Administration Act](#), [The Workplace Safety & Health Act](#), and [The Child & Family Services Act](#).
- E. There may be occasions when it is necessary to share time sensitive information and/or contact employees, colleagues, students and/or families outside of regular working hours, including but not limited to emergencies or other unforeseen circumstances that require a response/immediate attention. Although all employees are asked to be mindful of the importance of disconnecting, employees must also be mindful that situations may arise that must be dealt with outside of regular working hours.

III. PROCEDURES

Adopted:	June 3, 2025	Legal References: The Employment Standards Code (Manitoba) ; Workplace Safety & Health Regulation, MR 217/2006
Revised:		

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Hours of Work

- A. An employee's regular working hours:
 - 1. are as set out in their employment contract and/or applicable collective agreement ;
 - 2. must not be conflated with students' school hours;
 - 3. may vary depending on the employee's role, time of year, and/or other circumstances (for example, despite the establishment of regular working hours, all employees of the Board recognize that there may be busier periods or other circumstances where work must be completed outside of normal working hours).
- B. It is important to remember that all employees' ability to disconnect from work is within the context of their own individual work schedules.
- C. In the ordinary course of business, there will be situations when it is necessary to contact an employee outside of the employee's regular working hours, including but not limited to:
 - 1. checking availability for scheduling;
 - 2. to fill in on short notice for a colleague who has called in sick or is otherwise unavailable for work;
 - 3. where unforeseeable circumstances may arise;
 - 4. where an emergency may arise;
 - 5. where employees voluntarily wish to communicate with one another for work-related purposes outside of their regular working hours; or
 - 6. other business or operational reasons that require contact outside of an employee's regular working hours.

Communications

- D. Where possible, work-related communications should be checked or sent only during regular working hours. Due to differing/non-standard patterns of work in the organization, some employees may send communications at times which are inopportune for other employees, such as evenings or weekends. The sender should give due consideration to the timing of their communication and potential for disturbance. The recipient should understand that they will not be expected to respond to the communication until their working time recommences (or unless otherwise required and stipulated within the communication per the circumstances as outlined within this **POLICY**).
- E. If a manager/supervisor sends communications outside applicable normal working hours and it requires immediate or prompt response, the response expectation should be set out in the communication.

System Communications

- F. Employees should expect system communications / automated alerts to be delivered outside of regular work hours. Similarly, schools may send out routine communications outside of regular working hours, such as staff updates and newsletters.

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Concerns

- G. Should an employee have concerns with a colleague relative to this **POLICY**, they shall follow the steps outlined in [Guidelines for Collegial Resolution of Concerns](#).
- H. Community members with concerns relating to communication with a staff member shall follow the steps outlined in the [Louis Riel School Division Protocol for the Resolution of Concerns](#).

The Louis Riel School Division acknowledges Lambton Kent District School Board and the Division scolaire franco-manitobaine as sources for the development of this policy.

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