



December 5, 2022

Dear Families,

The Northeastern Catholic District School Board (NCDSB) is committed to ensuring a healthy work and home life balance for all employees. The NCDSB believes that uninterrupted time away from work improves an employee's physical and mental well-being. The NCDSB will support the right of employees to disconnect from work by significantly reducing the practice of work-related communications after-hours, including emails, telephone calls, video calls or the sending or reviewing of other messages.

Last year, the *Working for Workers Act* was introduced by the Ontario Government to support and encourage all Ontarians in achieving greater work-life balance. In response to this Act, school boards were required to develop disconnecting from work policies to set parameters about employee responsibilities to respond to emails and other communication.

The NCDSB firmly believes that maintaining open, responsive lines of communication between school and home is very important. Our staff is committed to connecting with you during the regular school day. This means that while you can always send emails after regular work hours, staff will respond during their normal work hours and are not required to respond after hours.

There are of course certain times during the school year that staff will reach out after-hours for meetings or parent conferences. The purpose of the *Right to Disconnect from Work* policy addresses that staff are not expected to respond to emails or messages into the evening or on weekends. It is also critical to note that student safety remains a priority and if there is an emergency after hours, staff will be available as needed.

We thank you in advance for your understanding and partnership to help promote and preserve positive mental health and wellness strategies.

Should you have any questions or concerns, please contact your school principal.

Sincerely,

*Tricia Stephanie Weltz*  
Director of Education