



Hamilton Police Service Board Disconnecting from Work (Board Staff) Policy P-002

Effective date: July 28, 2022
Reviewed: March 28, 2024
Amended: March 28, 2024

Applicable Legislation

Employment Standards Act, 2000 (ESA) s.17

Policy Application

It is the policy of the Hamilton Police Service Board:

1. To commit to the health and well-being of board staff and provide support to ensure they achieve a healthy work-life balance;
2. That board staff are not required to respond to work-related emails or communications, or be expected to complete work-related tasks outside of their standard working hours, unless there has been a previous agreement to do so, or if there are urgent or extenuating circumstances as determined by the board Chair or Vice Chair;
3. Should board staff have concerns surrounding their standard working hours, or they are unable to disconnect from work, they shall notify the board Chair or Vice Chair to resolve any concerns;
4. All new board staff are to be provided with a copy of this Policy within thirty (30) days of their hire; and
5. All existing board staff are to be provided with a copy of this Policy, and any amended versions of this Policy, within thirty (30) days of amendment.