

OUR MISSION

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ. We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

OUR VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.



AGENDA ADDENDUM THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Garry Tanuan, Chair

Nancy Crawford, Vice Chair

Tuesday, May 10, 2022

7:00 P.M.

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REPORT TO

GOVERNANCE AND POLICY
COMMITTEE**H.S.06 - Permit Supervisors Policy (Rescindment)**

"Wealth gained hastily will dwindle, but whoever gathers little by little will increase it....Proverbs 13:11

Drafted

April 25, 2022

Meeting Date

May 10, 2022

F. Ferrante, Manager, Operations

F. Macieri, Manager, Operations

E. Pallotta, Senior Coordinator, Development Services

M. Loberto, Superintendent, Planning and Development Services

M. Farrell, Superintendent, Environmental Support Services

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Facilities,
Business & Community Development

Ryan Putnam
Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

This report recommends rescinding *Permit Supervisors Policy H.S.06*, as all elements of the policy are addressed in current TCDSB policies and procedures.

The cumulative staff time required to prepare this report was 10 hours

B. BACKGROUND

1. The Toronto Catholic District School Board (TCDSB) encourages the use of its school facilities by community groups and the public through the issuance of school permits as governed by its *Permits Policy B.R.05*.
2. TCBSB *Permit Supervisors Policy H.S.06* was last amended in January 1988. The policy is outdated, as all elements are addressed in current TCDSB policies and procedures.

C. EVIDENCE/RESEARCH/ANALYSIS

1. TCDSB Permit Supervision is addressed in several current TCDSB policies including *Permit Policy B.R.05 Rules and Regulations*, *School Permit Standard Operating Procedures* and the Board's *Custodians Handbook*.
2. Matters relating to permit supervision are addressed in several current TCDSB policies and procedures
 - ***Permit Policy B.R.05 Rules and Regulations (14)*** outlines that the school board representative on the property during the hours of any permit is in complete charge of the building. The permit holder is required to adhere to the instruction of the TCDSB representative.
 - ***Permit Policy B.R.05 (8)*** outlines that Permit Supervision and Cleaner Fees will be calculated based on the current rate structure. The cost of the permit will be shown on the confirmation contract.
 - ***The School Permit Standard Operating Procedures*** highlights the responsibility of the head caretaker or designate to check and post/provide all caretaking staff with a copy of the most recent permit version, and to open the school at the time stated on the permit.
 - ***With respect to permit supervision, the TCDSB Custodians Handbook*** stipulates the following requirements:

- Attending to the security of the building;
 - Operating the heating, ventilating and lighting systems in the school;
 - Reporting any damage caused by the permit holder to the Principal and the Community Use of Schools Department.
 - Preparing and cleaning the designated areas at the conclusion of the permit for normal school operations; and
 - Securing the building at the end of the allotted time.
3. Given that permit supervision is addressed in the aforementioned policies and procedures, staff recommend rescinding *Permit Supervisors Policy H.S.06*.

D. STAFF RECOMMENDATION

That the *Permit Supervisors Policy H.S.06* be rescinded.



TCDSB Policy Register

Permit Supervisors - H.S.06

Policy

The Toronto Catholic District School Board encourages the use of its school facilities by community groups and the public through the issuance of school permits as governed by its Permits policy. During the period specified on a school permit, the Board shall ensure the security of the school facility.

Regulations:

1. If a permit is issued when a caretaker is normally on duty for a part, or the whole, duration of the permit, the caretaker will be responsible for permit supervision as part of the regular and normal duties.
2. When a caretaker is not normally on duty during the period specified on a permit, supervision and care of the facility will be ensured by:
 - (a) appointing a Permit Supervisor; or
 - (b) charging the principal, supervisory officer or priest with the responsibility of plant supervision and security when the requirement of a caretaker or supervisor is waived in accordance with the Permit policy (B.R.05).
3. The Permit Department shall be responsible for the provision of supervision when a permit is issued outside the normal hours of duty of a caretaker in the facility for which the permit is issued.
4. Permit Supervisors may be selected from the following, giving priority to caretakers currently employed by the Toronto Catholic District School Board.
 - (a) Caretakers;
 - (b) Other Toronto Catholic District School Board employees;
 - (c) The public at large
5. Rates of remuneration for Permit Supervisors, who are Board employees, shall be in accordance with the Collective Agreement, CUPE Local 1280, Schedule A.



6. The duties and responsibilities of Permit Supervisors, in addition to enforcing the "Permit User Rules" that are printed on the permit form, shall be as follows:

- (a) Be present one-half hour before and after the time the permit is in force;
- (b) Open the school at the time stated on the permit;
- (c) Secure the school at the time stated on the permit by closing all windows, locking all doors, verifying that all have left the building, and engaging any security alarm devices that are normally in operation when the building is empty;
- (d) In the event that the permit holder did not restore the school to normal order to allow the uninterrupted resumption of classes, the Permit Supervisor will tidy up the area and report on the situation to the Permit Department;
- (e) When the permit holder is in conflict with any of the permit regulations, the Permit Supervisor will apprise the permit holder and request conformity with the regulations. Should contraventions persist, it will be reported to the Permit Department.

BM p 34, 21 Jan 88; BM, Mar 77.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE**H.M.06 - DISCONNECTING FROM WORK POLICY***So all the skilled workers who were doing all the work on the sanctuary left what they were doing Exodus 36:4***Drafted**

May 3, 2022

Meeting Date

May 10, 2022

Lynda Coulter, Executive Superintendent of Human Resources

John Wujek, Superintendent of Education, Area 5 and Policy and Governance

RECOMMENDATION REPORT**Vision:** *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.***Mission:** *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.***MULTI-YEAR STRATEGIC PLAN**
2022 - 2025**IN GOD'S IMAGE:** Growing in Knowledge, with Justice and HopeBrendan Browne
Director of EducationAdrian Della Mora
Associate Director of Academic
Affairs & Chief Operating OfficerDerek Boyce
Associate Director of Facilities,
Business & Community DevelopmentRyan Putnam
Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

On December 2, 2021 Bill 27 – otherwise known as the *Working for Workers Act*, 2021, S.O. 2021, c. 35 – Bill 27, received Royal assent. TCDSB has drafted a new policy “Disconnecting from the Workplace” to adhere to this act.

The cumulative staff time required to prepare this report was 12 hours

B. PURPOSE

1. The ministry of Labour has advised that as per Bill 27 – otherwise known as Working for Workers Act, 2021, S.O. 2021, c. 35 – Bill 27- employers who employ 25 or more employees are required to enact a policy that reflects Bill 27.

C. BACKGROUND

1. On October 25, 2021 the Ministry of Labour advised through omnibus legislation that once Bill 27, if passed into law would enact changes to the workplace. This includes stipulations that employers who employ 25 or more employees are obligated to create a policy to reflect Bill 27 within 6 months of royal assent.
2. On December 2, 2021 Bill 27 received royal assent, effectively enacting the new legislation of Working for Workers Act, 2021, S.O. 2021, c. 35 – Bill 27.
3. When Bill 27 received royal assent, regulations within the *Working for Workers Act* were added to the current *Employment Standards Act*, 2000, S.O. 2000, C. 41.
4. Under the *Employment Standards Act*, employers are required to have a written policy on disconnecting from the workplace by June of the year the Bill received royal assent (June 2022).
5. Staff have elicited feedback from various stakeholders including employee associations regarding this policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. A written copy of this policy will be retained by the TCDSB for at least three (3) years after it is no longer in effect.
2. Staff will endeavour to review this policy on an annual basis and bring changes as per legislation and as necessary to the Board.

3. A full legal review resulted in the creation of this draft policy.

E. METRICS AND ACCOUNTABILITY

1. Human Resources Senior Staff will be evaluating this policy for effectiveness based on ongoing input and feedback.

F. IMPLIMENTATION

1. All employees will be provided an electronic copy of this policy within 30 days of the policy being accepted by the Board, and subsequent changes will be sent to staff within 30 days of changes.
2. All new employees will be sent this policy within 30 days of their hire.

G. STAFF RECOMMENDATION

Staff recommends that policy H.M.06 – Disconnecting From Work Policy provided in Appendix A be adopted.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: DISCONNECTING FROM WORK
POLICY NO: H.M.06

Date Approved:	Date of Next Review:	Dates of Amendments:
Cross References: H.M. 02 Non-Union Employee Handbook PART VII.0.1 of the <i>Employment Standards Act</i> , 2000 (ESA)		

Purpose

The purpose of this policy is to outline what it means to disconnect from work and to promote employees' ability to disconnect from work in accordance with this policy.

Scope and Responsibility

This Policy applies to TCDSB staff, whether employed by the Board on a permanent or contract, full-time or part-time basis, subject to individual terms and conditions of employment. For clarity, this policy applies to occasional staff as well. This Policy does not apply to parents, students or volunteers. The Director is responsible for this Policy with support from the Human Resources department.

Alignment with MYSP

Growing in Knowledge with Justice and Hope.

Policy

This is a policy on disconnecting from work, which means not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: DISCONNECTING FROM WORK
POLICY NO: H.M.06

Regulations

1. Employees are encouraged to consider sending emails and voicemails during regular work hours and/or to use the “Delay Delivery” feature in Outlook. If an email or voicemail is sent outside of regular work hours, employees are encouraged to provide guidance to the recipient regarding the expected response time (either a general discussion or a specific note in a specific email or voicemail which could include denoting the email as urgent).
2. Employees may, based on their own schedules, find it more flexible to send emails outside of regular work hours. The TCDSB recognizes that each individual’s schedule may be different and is supportive of reasonable flexibility, as approved by their supervisor.
3. While the TCDSB wishes to provide employees reasonable flexibility and so does not discourage sending emails or voicemails outside of work hours, the TCDSB asks employees to:
 - i. consider that recipients may feel compelled to answer outside of regular work hours so encourages senders to communicate realistic response time expectations; and
 - ii. be aware that pursuant to this Policy, employees may have disconnected, and therefore may not respond immediately to a message left outside of that employee’s working hours.
4. Employees should attempt to avoid scheduling meetings with colleagues that are outside of the participating employees’ regular working hours; however, meetings outside of working hours may occur as needed.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: DISCONNECTING FROM WORK
POLICY NO: H.M.06

5. Except where an employee is aware that their attention may be required outside of their working hours, employees are not expected to respond to communications outside of their working hours. As such, in ordinary circumstances an individual sending a communication to an employee outside of that an employee's working hours should not expect a response until the following workday.
6. This Policy does not restrict the TCDSB's right to schedule and modify the hours of work of employees, nor does it prohibit employees from working outside of their regular hours of work, subject to any contractual or collective agreement requirements.

Definitions

Disconnecting from work

Not engaging in work-related activities or 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.

Employees

All teachers and TCDSB staff, whether employed by the Board on a permanent or contract (including occasional staff), full-time or part-time basis, but does not include parents, students or volunteers.

Regular Work Hours

The hours of work employees are contractually required to work.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: DISCONNECTING FROM WORK
POLICY NO: H.M.06

Evaluation and Metrics

1. The effectiveness of this Policy will be evaluated by senior Human Resources staff.
2. A copy of this Policy will be provided to all Employees in electronic format within 30 calendar days of the policy being prepared and/or the Policy being changed. This Policy will also be provided to all new Employees within 30 days of their hire.
3. The TCDSB reserves the right to revise this Policy at any time. This Policy will be revisited and revised (if necessary), on an annual basis.
4. A written copy of this Policy will be retained by the TCDSB for at least three (3) years after it is no longer in effect.

