

## **Purpose/Background**

This Administrative Procedure is intended to ensure our Rocky View family maintains a work/life balance conducive to the well-being of our staff, students and families. By establishing consistency and reasonable expectations related to sending, reading, and responding to work related electronic communication, more time can be spent with family and friends, engaging in activities that support well-being.

## **Procedures**

### **1. Weekday Communication**

- 1.1. Employees working within the hours of 8:00 am - 5:00 pm are encouraged to disconnect from work related electronic communication and not respond to such communication after 6:00 pm on weekdays.
- 1.2. Employees working outside the hours of 8:00 am – 5:00 pm are encouraged to disconnect from work related electronic communication outside their regular work hours.
- 1.3. Under normal circumstances, electronic communications between a teacher and parents are to be answered within a 24-hour timeframe on instructional days.
- 1.4. For non-teaching staff, under normal circumstances, electronic communication received outside of their normal workday will be responded to on the following workday or at the employee's earliest convenience.
- 1.5. Individuals who prefer to check, compose and respond to electronic communication at the end of their workday can do so; however, they should not expect a response to messages sent after 6:00 pm.
- 1.6. Individuals who compose emails after 6:00 pm or outside their regularly scheduled shift may wish to utilize the delayed send/reply function in Outlook.

### **2. Weekend Communication**

- 2.1. Employees are encouraged to disconnect from work related electronic communication on weekends.
- 2.2. There is no expectation that non-emergency electronic communication will be responded to on weekends.
- 2.3. Under normal circumstances, electronic communications between a teacher and parent received on weekends are to be responded to on the following instructional day.
- 2.4. Electronic communication received by all other employees on weekends will be responded to on the following work day or at the employee's earliest convenience.

**Note:** The above does not apply to Emergency communication where a response is expected. Emergency communication sent in the form of an email where a response is time sensitive will be marked "Time Sensitive" in the subject line. Whenever possible, emergency communication should be delivered in the form of a phone call or text.