

## HOLY SPIRIT CATHOLIC SCHOOL

### EMPLOYEE RIGHT TO DISCONNECT PROTOCOLS

#### 1. Introduction

- 1.1 Holy Spirit Catholic School recognises and respects the right of employees to disconnect from work and not respond to work-related electronic communications outside designated hours.
- 1.2 These Employee Right to Disconnect Protocols should be read in conjunction with Townsville Catholic Education's policies relating the Acceptable Use of Technology, Privacy, and the Code of Conduct.
- 1.3 The protocols apply to all forms of electronic communication originating from the employer, other staff, parents / carers, students, or other members of the school community, including emails, texts, telephone calls, messages, video calls or sending or reviewing other messages.
- 1.4 The protocols are intended to meet the requirements and support compliance with [clause 9.1] of the *Catholic Employers Single Enterprise Collective Agreement – Diocesan Schools Queensland 2023-2026 (Agreement)*.

#### 2. Response times for electronic communication

- 2.1 Employing authorities have an expectation that staff replies to electronic communication from the employer, students, parents, colleagues, or others will occur within the hours of 7.30am and 5pm (Monday to Friday).
- 2.2 Where contact is made by the employer, students, parents, colleagues, or others outside the span of hours outlined in clause 2.1 above, employees will respond on the employee's next designated working day.
- 2.3 Employees may be required to connect and/or respond outside the designated

span of hours as provided in clause 9.1.2(c) of the Agreement in circumstances such as:

- 2.3.1 public emergencies
- 2.3.2 critical incidents
- 2.3.3 receiving information about expectations for the start of school terms or return from leave
- 2.3.4 where potential harm to others may otherwise result; or
- 2.3.5 where it may be necessary to comply with legal obligations.

### **3. Implementation of Protocols**

3.1 These protocols have been implemented following consultation with staff in accordance with clause 2.1 of the Agreement and commence on 15 May 2024.

3.2 The Principal or delegate will be responsible for communicating with parents / carers, students, staff, and other members of the school community regarding the content and commencement date of these protocols in accordance with clause 9.1.3 of the Agreement.

### **4. Limitations on protocols**

5.1 These protocols are subject to:

- a) other clauses in the Agreement; and
- b) reasonable requirements within the context of the employment relationship that require an employee to provide any notification or otherwise communicate with an employer.

*Example 1 – An employee has an obligation to notify an employer when accessing personal leave in accordance with clause 8.5 of the Agreement.*

*Example 2 – An employee can be requested and reasonably required to communicate and provide medical information or attend a medical examination when on personal leave to enable an employer to consider a safe return to work, plan for the employee's further absence or review the capacity of the employee.*

### **5. Concerns**

5.1 Concerns in relation to the implementation of these protocols can be raised with the Principal.

5.2 The Principal will examine the concerns and communicate with all relevant parties regarding the consideration of such matters, and possible next steps, including clause 2.4 of the Agreement (Procedures for preventing and settling disputes).