



# Chisholm Catholic College

CORNUBIA



## Right to Disconnect Protocols

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### 1. PURPOSE

The purpose of this protocol is to describe Chisholm Catholic College's commitment to our employees right to disconnect from work.

This protocol must be read in conjunction with the relevant Enterprise Agreement, BCE's People Policy, Health, Safety and Wellbeing Policy, Flexible Working Arrangements Policy and Chisholm Catholic College's Email Communication Guidelines and Catholic Education Archdiocese of Brisbane Code of Conduct.

### 2. COMMITMENT

Chisholm Catholic College prioritises our employees' wellbeing and allows the ability to disconnect from work in their personal lives. The right to disconnect ensures our people have sufficient recovery time between work and can balance electronic communications and their personal lives.

Chisholm Catholic College promotes a right to disconnect policy to support staff wellbeing and promote and support their staff in being present with their own family.

### 3. PROTOCOL STATEMENT

Our Right to Disconnect Protocol is our commitment to fostering a healthy work-life integration and promoting the wellbeing of our staff. We believe that allowing time for rest and personal pursuits enhances productivity, creativity, and overall job satisfaction. Additionally, it supports the ability of staff to be more present with their own family.

The employee Right to Disconnect Protocols encourage employees to disconnect from work to:

- promote engagement, productivity and wellbeing
- balance work demands and personal commitments
- support working flexibly
- facilitate talent attraction and retention

These protocols are modelled by our leaders and promoted in an open and transparent way.

These 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.

### 4. ENGAGEMENT TIMES

4.1 We recognise the dedication of our staff, including teachers, who work beyond school contact hours to ensure effective learning and teaching and school programs. Chisholm

Catholic College has an expectation that electronic communication from the employer, students, parents, colleagues or others occurs within the hours of 7:00am to 6:30pm on weekdays, and with consideration for the hours of engagement of part-time staff.

- 4.1.1 This expectation does not mean that employees are available or are required to respond, particularly during times outside of typical work hours.
- 4.1.2 If a staff member chooses to correspond outside these hours, they are encouraged to use the Delivery Delay function.
- 4.2 Where contact is made by the employer, students, parents, colleagues or others outside the span of hours outlined above, employees are expected to read and respond, where appropriate, to work-related communications within two (2) full school (or work) days, when reasonably practicable, with consideration to individual leave and flexible work arrangements.
- 4.3 Electronic communication will not be responded to on weekends or during school holidays. As per 4.2, engagement with communication would be within two (2) working days, when reasonably practicable, with consideration to individual leave and flexible work arrangements.
- 4.4 We prioritize employee well-being while ensuring necessary flexibility to address unforeseen circumstances or critical issues that may arise. Employees may be required to connect and/or respond outside the designated span of hours in circumstances such as:
  - public emergencies
  - critical incidents
  - communication regarding illness, absence, or misadventure
  - receiving information about expectations for the start of school terms or return from leave
  - where potential harm to others may otherwise result
  - where it may be necessary to comply with legal obligations
- 4.5 These protocols will commence on 6 May 2024.

## **5. PRINCIPAL RESPONSIBILITIES**

- 5.1 The Principal 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
  - monitoring the compliance with these protocols
  - reviewing annually and consulting with employees on any changes made

## **6. IMPLEMENTATION**

- 6.1 These protocols are subject to:
  - a) other clauses in the relevant Enterprise Agreement; and

b) reasonable requirements 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 Enterprise 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.*

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

## **7. REFERENCES**

- Catholic Employers Single Enterprise Agreement – Religious Institute/Diocesan Schools Queensland 2023-2026