



## Right to Disconnect Protocol

### **Purpose**

Saint Ignatius College Geelong is committed to supporting employees in exercising their right to disconnect to promote a healthy work/life balance.

The Right to Disconnect Protocols encourages employees to disconnect (where reasonably possible) from work to:

- balance work demands and personal commitments, and
- promote engagement, productivity and wellbeing.

### **Scope**

The protocol applies to all employees at the College and has been developed in accordance with the Fair Work Act 2009 (Cth) S.333(M).

This protocol should be read in conjunction with the relevant Enterprise Agreement and other College policies, protocols or documents as relevant.

This protocol does not override any Award, enterprise agreement or other workplace law. In the event of any inconsistency between this protocol and an industrial instrument or workplace law, the latter will prevail.

### **Right to Disconnect**

Employees have the right to refuse to monitor, read or respond to contact, or attempted contact, from an employer or a third party (if the contact or attempted contact is work-related) and the contact is outside of their working hours unless the refusal is unreasonable. Contact could include a range of communication channels used to engage with employees, such as calls, emails, texts, social media and messaging services. Third party could include clients, suppliers, staff from other businesses or members of the public.

If an employee chooses to respond to communication outside of their designated working hours, this is not directed work and will not attract time in lieu (TIL).

Employees may be required to connect and/or respond outside their designated working hours in reasonable circumstances which may include:

- Critical incidents
- Public emergencies
- Where potential harm to others may otherwise result
- Imperative time-sensitive operational updates



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- If the contact/attempted contact is required under a law of the Commonwealth, State or a Territory.

When working out whether an employee's refusal is unreasonable, the following factors must be considered:

- the reason for the contact
- how the contact is made and how disruptive it is to the employee
- how much the employee is compensated or paid extra for:
  - being available to perform work during the period they're contacted, or
  - working additional hours outside their ordinary hours of work
  - the employee's personal circumstances, including family or caring responsibilities.

Other matters may also be considered. It will be unreasonable for an employee to refuse to read, monitor or respond if the contact or attempted contact is required by law.

### Concerns or Disputes

In the event of a dispute relating to exercising a right to disconnect, it is suggested parties attempt to resolve this between themselves in the first instance. If this is not possible, the College's Grievance Process is to be followed.

### Related Documents

- Email Communication Protocol
- [ICT Acceptable Usage Policy](#)
- Parent/Carer Code of Conduct
- [Fair Work Commission Fact Sheet - Right to Disconnect](#)
- [The Victorian Teaching Profession Code of Conduct issued by the Victorian Institute of Teaching.](#)

### Location of Protocol

- The Hub
- Website
- Policy Connect



## Right to Disconnect Protocol

### Document Control

Version	Reviewed by	Approved by & Date	Review due	Person Responsible
1.0	Executive	19/12/2019	Nov 2022	Principal
2.0	Executive	16/9/2024	August 2027	Principal

### Consultation

DATE	WHO	NOTES
16/9/2024	Executive	
20/6/2024	Consultative Committee	Presented at various meetings
8/10/2024	Staff	Via email
24/10/2024	School Advisory Council	Presented at meeting