



MACKILLOP CATHOLIC COLLEGE, MOUNT PETER **DRAFT – EMPLOYEE RIGHT TO DISCONNECT PROTOCOLS**

1. Introduction

- 1.1 MacKillop Catholic College, Mount Peter 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 MacKillop Catholic College, Mount Peter policies relating to [Staff acceptable use of Information and Communication Technologies including social media](#) 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, sending or reviewing of 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 reply to electronic communication from the employer, students, parents, colleagues or others within the following timeframes:
 - To employer and colleagues – 7:30am – 5:00pm
 - To parents and students – 8:00am – 5:00pm
- 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 endeavour to respond within 2 designated working days.
- 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.

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3. Implementation of Protocols

- 3.1 These protocols have been implemented following consultation with staff on 19 March 2024 in accordance with clause 2.1 of the Agreement and commence on 17 June 2024.
- 3.2 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 in accordance with clause 9.1.3 of the Agreement.

4. Limitations on protocols

- 4.1 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).

6. Related Directives, Policies and Procedures

- 6.1 MacKillop Catholic College staff are encouraged to use the 'delay and send' mail function to comply with agreed hours of communication.
- 6.2 MacKillop Catholic College undertake to attach the following Footer to all outgoing email correspondence:

Please note: Your message is important to us and it will be processed in a timely manner. MacKillop Catholic College supports the right of staff to disconnect outside of normal College working hours. Staff are only required to check or respond to emails between 8:00am and 5:00pm, on school days. For any urgent matters, please contact the College office via email, in the first instance, office.mountpeter@cns.catholic.edu.au or on (07) 4081 7600.