

EMPLOYEE COMMUNICATION PRACTICES AND EXPECTATIONS

Pembina Trails School Division is committed to the well-being of our staff. As part of fostering and maintaining effective communication practices, the following are the school division's expectations:

1. **Evening and Weekend Communication:** There is no expectation for staff to be available to communicate with families in the evenings. Staff should feel free to disconnect and recharge outside of working hours. Exceptions would be while supervising students during evening events, sports events, field trips, or during school travel trips.
2. **Electronic Communication:** All staff to student (student to staff) electronic communication, including direct messaging from social media accounts, should be conducted through Divisional accounts and devices. All Divisional employees and students have access to Microsoft (360), including TEAMS and Divisional email. These are the recommended platforms for electronic communication, including direct messaging. This communication should occur only during working hours unless specific timelines have been agreed upon with parent(s)/guardian(s). This policy also applies to non-employee coaches.
3. **External Inquiries:** Staff are directed not to respond to inquiries from outside organizations, including lawyers or family support workers until consultation with school administration has occurred. School administration will consult with the Superintendent department, when/if required.

The intent of this policy is to assist in ensuring a balanced and supportive work environment for all staff members.

Staff members can elect to include the following message with their email signature:

"Please be aware that this email account is not monitored on a 24 hour/7-day basis. If you are contacting me outside of the regular working hours, I will respond at my earliest convenience when I am back at work."

Accomplish Anything

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