



# Out of Hours Email Policy

**Policy owner** Culture & Engagement – **Approval date and** UMT, 8 November 2019  
UCD HR **body**

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## 1. Purpose

The purpose of this policy is to make it clear to employees that they are not expected to read or reply to emails outside of their normal working hours, except in exceptional situations. This policy is designed to promote employee wellbeing by demonstrating the importance of recovery time away from work and support other policies such as Core Meeting Hours which promote a family-friendly working environment.

## 2. Definitions

Normal working hours are defined as the hours the employees normally works to fulfil their role. Out of hours refers to the time an employee is not working and cannot reasonably be expected to be checking and responding to work related emails.

Exceptional situations refer to situations which are not normal and may require an employee to read and/or respond to emails. For example, specific urgent deadlines having to be met.

## 3. Scope

The policy applies to all University employees.

## 4. Principles

The concept of 'always on' is widely viewed as impacting negatively on employee wellbeing. Receiving and responding to email out of hours can have a significant role in propagating this situation. Best practice in many organisations is to put some form of restriction or policy on the sending/responding of email out of normal working hours.

No part of this policy prohibits an employee who chooses to read and respond to emails out of normal working hours from doing so.

This policy will be regularly communicated to all employees to ensure that there is knowledge of its existence.

## **5. Roles and responsibilities**

College Principals, Heads of School and Support Units are responsible and accountable to UMT for the effective local implementation of this policy, and for creating a culture within which the wellbeing of all employees is respected and fostered.

The accompanying guidelines document gives advice and suggestions as to the various methods and approaches that managers may take to implement this policy.

## **6. Related documents**

Guidelines for managers in relation to this policy can be found on the [Equality, Diversity & Inclusion website](#).

## **7. Version history**

Approved by the UMT on the 8<sup>th</sup> of November 2019.