



Procedure EQ - #10

Title: **ACCESSIBILITY STANDARDS: EMPLOYEE INDIVIDUAL ACCOMMODATION PLAN**

Adopted: April 9, 2014

Revised: November 2017, January 2020

Reviewed: April 2014, March 2016

Authority: Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
Integrated Accessibility Standards, Ontario Regulation 191/11
Ontario Human Rights Code
Workplace Safety and Insurance Act

Related: Policy PCE.001 – Accessibility Standards Policy

PURPOSE

The purpose of this procedure is to provide direction regarding processes and practices relating to the development of an employee Individual accommodation plan.

(as per the Integrated Accessibility Standards Regulation Guidelines)

PROCEDURES

1. The employee will request accommodation in writing to the Principal. The Principal will meet with the employee within ten business days of receiving the notice.
2. The employee will be required to provide medical documentation regarding the need for accommodation. The employee may also be asked to give permission to have an outside evaluation completed by an expert in the area of accommodation.
3. Once the accommodation required is established, Bloorview School Authority will determine if and how the accommodation can be achieved.
4. In creating an Employee Individual Accommodation Plan, the Principal will meet with the employee to discuss what accommodations are required in order for that employee to continue working at Bloorview School. The plan will be documented and placed in the employee's file.

5. The plan will be reviewed annually in a meeting between the Director and the employee. It may be reviewed at a mutually agreed to date between the annual review if the employee's condition or working conditions change.
6. The individual accommodation plan must be in a format that takes into account the employee's accessibility needs due to disability. This means that the plan:
 - Shall include, if requested, any information regarding accessible formats and communications supports provided.
 - Shall include, if required, individualized workplace emergency response information.
 - Shall identify any other accommodation that is to be provided.
7. If an individual accommodation plan is denied, the reason for the denial will be provided to the employee in a manner which takes into account the person's disability.