



Procedure EQ - #6

Title: **ACCESSIBILITY STANDARDS: ACCESSIBILITY IN EMPLOYMENT**

Adopted: April 9, 2014
Revised: November 2017,
Reviewed: April 2014, March 2016, April 2020
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 Document: Policy PCE.001 – Accessibility Standards Policy

PURPOSE

The purpose of this procedure is to provide direction regarding the processes and practices relating to the requirement to meet the accessibility needs of people with disabilities, in a timely manner and at the employee's request, in the provision of services related to employment.

DEFINITIONS

Scope: The procedure with regard to Accessibility in Employment applies only to employees and does not apply to volunteers and other non-paid individuals.

Accessible formats include but are not limited to options such as large print, screen readers, braille, audio format, captioning.

Career development and advancement includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another that may be higher in pay, provide greater responsibility or be at a higher level, or a combination of these. For both additional responsibilities and employee movement this is usually based on merit or seniority or a combination of these.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Performance management means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Redeployment means the reassignment of employees to other departments or jobs as an alternative to layoff when a particular job or department has been eliminated.

PROCEDURES

Implementation

1. The Principal will ensure that the provisions in this procedure are implemented.
2. The Principal will ensure that the provisions of this procedure are incorporated into all employment practices.

Recruitment

3. The Authority will ensure that in its recruitment practices the public is made aware that the Authority will provide accommodation for applicants with disabilities in its recruitment processes. (Ont. Reg 191 Sec 23)
4. Employees of the Authority will be made aware that accommodation for applicants with disabilities in its recruitment processes will be provided as required. (Ont. Reg 191 Sec 22)
5. When the Authority selects job applicants for a job selection process, the Authority will make applicants aware that, upon request, they have access to accommodations in relation to materials and processes that will be used for applicant selection and that they will be consulted about the necessary accommodations that take into account their accessibility needs due to disability. (Ont. Reg 191 Sec 23)
6. When the Authority makes an offer of employment, the Authority will notify the successful applicant of its policy of accommodating employees with disabilities. (Ont. Reg 191 Sec 24)

Supports for Employees

7. The Authority will inform employees of the Authority's policy of supporting employees with disabilities and procedures that provide for job accommodations. (Ont. Reg 191 Sec 25(1))
8. The Authority will make this information available as soon as practicable to new employees and will provide updated information as policies are revised. (Ont. Reg 191 Sec 25(2))

Accessible Formats and Communication Supports

9. Where an employee with a disability so requests, the Authority will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform their job. (Ont. Reg 191 Sec 26(1))
10. The Authority, in determining the suitability of an accessible format or communication as required by 9 (above), will consult with the employee. (Ont. Reg 191 Sec 26(2))

Workplace Emergency Response Information

11. The Authority will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and the Authority has been made aware of the need for accommodation due to the disability. The Authority will provide the necessary information as soon as practicable after becoming aware of the need for accommodation. (Ont. Reg 191 Sec 27(1))
12. If an employee who receives individualized workplace emergency response information requires assistance, the Authority will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee. (Ont. Reg 191 Sec 27(2))
13. The Authority will review individualized workplace emergency response information:
 - (a) When the employee moves to a different location in the building;
 - (b) When the employee's overall accommodations needs or plans are reviewed, and
 - (c) When the Authority reviews its general emergency response procedures. (Ont. Reg 191 Sec 27(4))

Individual Accommodation Plans

14. The Authority will have in place a written process for the development of documented individual accommodation plans for employees with disabilities. (Ont. Reg 191 Sec 28(1))
15. The Authority's written process will address: (Ont. Reg 191 Sec 28(2))
 - (a) How the employee requesting accommodation can participate in the development of the individual accommodation plan.
 - (b) The means by which the employee is assessed on an individual basis.
 - (c) How the Authority can request an evaluation by an outside medical or other expert, at the Authority's expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved.
 - (d) How the employee can request to have a representative of their bargaining

unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan.

- (e) The steps taken to protect the privacy of the employee's personal information.
- (f) The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done.
- (g) How the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied.
- (h) How the Authority will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability.

16. The Authority will provide individual accommodation plans that:

- (a) Include, if requested any information regarding accessible formats and accommodation supports provided.
- (b) Include, if required, individualized workplace emergency response information.
- (c) Identify any other accommodation to be provided. (Ont. Reg 191 Sec 28(3))

Return to Work Process

17. This return to work process does not replace or override any other return to work process created as a result of any other statutory compliance, e.g. under the Workplace Safety and Insurance Act. (Ont. Reg 191 Sec 29(3))

18. The Authority will develop, put in place and document a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. (Ont. Reg 191 Sec 29(1))

19. The return to work process will:

- (a) Outline the steps the Authority will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; (Ont. Reg 191 Sec 29(2a)) and;
- (b) Use documented individual accommodation plans (as in 8.0) as part of the process. Ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities. (Ont. Reg 191 Sec 29(2b))

Performance Management

20. In administering performance appraisal processes in respect of employees with disabilities, the Authority will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans. (Ont. Reg 191 Sec 30(1))

Career Development

21. Where the Authority provides career development and advancement to its employees, the Authority will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans. (Ont. Reg 191 Sec 31(1))

Redeployment

22. Where the Authority has in place a redeployment process, the Authority will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process. (Ont. Reg 191 Sec 32(1))