

Employment

POLICY STATEMENT:

The Society is committed to integrating accessibility into regular workplace processes. As such the Society shall provide for accessibility across all stages of the employment life cycle including:

- Recruitment, assessment and selection
- Accessible formats and communication supports for employees
- Workplace emergency response information
- Documented individual accommodation plans
- Return to work process
- Performance management
- Career development and advancement
- Redeployment

This policy shall be fully implemented by January 1, 2016, with exception of Workplace Emergency Response Information which had a compliance date of January 1, 2012.

PROCEDURES:

These requirements of the Integrated Accessibility Standard (IAS) applies only to employees, including but not limited to, full-time, part-time, contract , seasonal, bargaining unit and excluded. They do not apply to volunteers or other non-paid individuals. However, good business practice indicates application whenever and whenever feasible and practicable.

The Society, in the following areas will:

Recruitment

- Notify employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process, where needed, to support their participation in recruitment processes.

Recruitment, Assessment or Selection Process

- During a recruitment process, notify job applicants when they are individually selected to participate further in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.
- If a selected applicant requests an accommodation, consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Notice to Successful Applicants

- When making offers of employment notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Supports

- Inform employees of the policies (and any updates to those policies) used to support employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

Accessible Formats and Communication Supports for Employees

- Upon the request of an employee with a disability, consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees.
- In determining the suitability of an accessible format or communication support, consult with the employee making the request.

Workplace Emergency Response Information

- Provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if the Society is aware of the need for accommodation due to the employee's disability. This information will be provided as soon as practicable after the Society becomes aware of the need for accommodation.
- Where the employee who has a disability requires assistance, with the consent of that employee, provide the workplace emergency response information to the individual designated by the Society to provide assistance to the employee with the disability. Privacy on the nature of the disability must be respected.

- Include necessary information from the Individual Accommodation Plan.
- Review, at a minimum, the individualized workplace emergency response information when the employee moves to a different physical location, when the employee's overall accommodations needs or plans are reviewed, and, when the general emergency response policies are reviewed.

Documented Individual Accommodation Plans

- Maintain a written process for the development of documented individual accommodation plans for employees with disabilities.
- Include the following elements in the development of documented individual accommodation plans:
 - the manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan;
 - the means by which the employee is assessed on an individual basis;
 - the manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved;
 - the manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan;
 - the steps taken to protect the privacy of the employee's personal information;
 - the frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done;
 - if an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee;
 - the means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.
- Ensure that individual accommodation plans:
 - if requested, include any information regarding accessible formats and communications supports provided;
 - if required, include individualized workplace emergency response information; and;
 - identify any other accommodation that is to be provided.

Return to Work Process

- Develop and have in place a return to work process for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.
- Document the process.
- Ensure the return to work process outlines the steps necessary to be taken to facilitate the return to work of employees who were absent from work because their disabilities required them to be away from work.
- Include documented individual accommodation plans as part of the process;
- Ensure the return to work process will not replace or override any other return to work process created by or under any other statute (ie., the Workplace Safety Insurance Act, 1997).

Performance Management

- Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities. This may include having performance plans, available in accessible formats and /or the provision of feedback in a manner that takes into account an employee's disability.

Career Development and Advancement

- Take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to employees with disabilities.

Redeployment

- Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.
- Take into account the individual accommodation plans that are in place for employees with disabilities.

CROSS REFERENCES:

Accessibility for Ontarians with Disabilities Act, 2005

Ontario Regulation 191/11 – Integrated Accessibility Standards

Ontario Regulation 429-07 – Accessibility Standards for Customer Service

AODA Overarching Policy

Customer Service Policy Overarching

Integrated Accessibility Policy Overarching

Anti-Oppressive Policy

Ontario Human Rights Code

Revised Policy

Effective Date – November 10 2014