

Department: Council	Policy Number: C12-01707
Subject: Accessible Employment Standards	Effective Date: 14/01/01
Bylaw No:	Revision Date:
	Version #: 1

**Purpose:**

The purpose of this Policy is to establish guidelines on providing Accessible Employment Standards to persons with disabilities.

The Municipality is committed to pro-actively removing barriers across the employment life cycle, helping to create workplaces that are accessible and which allow employees to reach their full potential.

**Prescribing Legislation:**

This Policy has been prepared pursuant to requirements and information provided in the Ontario Regulation 919/11 made under the Accessibility for Ontarians with Disabilities Act, 2005.

**Definitions:**

“performance management” means activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success. O. Reg. 191/11, s. 30 (2).

“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 in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them. O. Reg. 191/11, s. 31 (2).

“redeployment” means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

**POLICY:**

**1. General Recruitment**

- a) The municipality shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.

- b) During the recruitment process, the municipality shall notify job applicants, when they are individually selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.
- c) If a selected applicant requests an accommodation, the municipality shall consult with 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.

## **2. Notice to successful applicants**

- a) The municipality shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities. **(See attached Form H99-01642)**

## **3. Informing Employees of supports**

- a) The municipality shall inform its employees of its policies used to support its employees with disabilities.
- b) The municipality shall provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to disability.
- c) Upon the request of the employee the municipality shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:
  - a. Information that is needed in order to perform the employee's job;  
and
  - b. Information that is generally available to employees in the workplace.

## **4. Workplace Emergency Response Information**

- a) Upon request, the municipality shall provide individualized workplace emergency response information to employees who have a disability.

The individualized workplace emergency response plan will be reviewed by the municipality when:

- a. the employee moves to a different location within the municipality;
- b. when the employees overall accommodations needs or plans are reviewed; and (See attached Form #C99-01708)
- c. when the municipality reviews its general emergency response policy.

- b) When assistance is required for an employee who receives individualized workplace emergency response, a copy of the response will be given to the person designated by the municipality to provide assistance to the employee as soon as it is practical to do so.

## **5. Return to work process**

The municipality shall

(a) have in place 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; and

(b) shall document the process.

(2) The return to work process shall,

(a) outline the steps the municipality will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and

(b) use documented individual accommodation plans

(3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statutes.

## **6. Documented Individual Accommodation Plans**

The municipality shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

The process for the development of documented individual accommodation plans shall include the following:

- a) Participation of the employee requesting accommodation.
- b) Obtain a letter from a Physician identifying disability.
- c) Upon request, the employee can have 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.
- d) A copy of the plan will be kept in the employee's file located in the Clerk's office.

- e) This plan shall be reviewed on a monthly basis, to ensure the plan benefits both parties.
- f) If an individual accommodation plan is denied, the municipality shall provide, in writing, the reasons for the denial to the employee.
- g) Upon request, the individual accommodation plan will be provided in an accessible format.
- h) Individual accommodation plans shall,
  - a. if requested, include any information regarding accessible formats and communications supports provided.
  - b. if required, include individualized workplace emergency response information.
  - c. identify any other accommodation that is to be provided.

## **7. Performance management**

The municipality shall 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.

## **8. Career development and advancement**

The municipality shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.

## **9. Redeployment**

The municipality shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.



Schedule "A"

**ACCESSIBLE FORMATS FOR EMPLOYEES WITH DISABILITIES**

This document is available in an alternative format upon request

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Department:</b>	

**Type of Disability**

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**Type of Accessible support required (as discussed with employee):**

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**Municipal Contact Person:** Cynthia Townsend  
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Schedule "B"

**INDIVIDUAL ACCOMMODATION PLAN/INDIVIDUAL WORKPLACE EMERGENCY  
RESPONSE INFORMATION**

This document is available in an alternative format upon request

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Department:</b>	

<b>Reason for Plan/Treatment Required:</b>
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Approximate length of time needed for employee to be enrolled in an Individual Accommodation Plan: <b>(This shall be reviewed on a monthly basis, to ensure the plan benefits both parties.)</b>
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<b>Please describe in detail the provisions in place for the Accommodation Plan:</b>

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Clerk Treasurer/Administrator