
Policy Type:	Employment
Subsection:	Accessibility/Accommodation
Policy Title:	Employment Accessibility Standards
Policy#:	A15
Policy Approved By:	Chief Administrative Officer
Effective Date:	January 1, 2014
Revised:	September 16, 2014
Applicable To:	All Employees

1. Purpose:

The purpose of this policy is to set out the requirements of Ontario Regulation 191/11 – Integrated Accessibility Standards (IASR), Part 3 – Employment. The Employment Standard builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. The policy and related procedures will facilitate the identification, removal and prevention of barriers to people with disabilities. It applies in respect to employees and does not apply to volunteers and other non-paid individuals.

2. Policy/Procedure:

The Municipality of Clarington is committed to inclusive, barrier-free recruitment and selection processes and work environments.

Recruitment:

The Municipality of Clarington shall;

- Notify employees and the public about the availability of accommodations for applicants with disabilities in the recruitment process by inclusion of a standard notification in all job postings.
- Notify job applicants verbally when they are selected to participate in an assessment or selection process that accommodations are available, in relation to the materials or processes to be used.
- Consult with the applicant to provide or arrange for the provision of suitable accommodation that takes into account the applicant's accessibility needs.

Notice to successful applicants:

When making offers of employment, the Municipality's letter of employment will include notice of willingness to accommodate in accordance with Human Rights and AODA.

Informing employees of supports:

The Municipality shall inform employees of policies used to support it employees with disabilities including those on the provision of job accommodation that take into account an employee's accessibility needs.

This information will be provided to new employees as soon as practicable after they begin their employment.

Accessible Formats and Communication Supports for Employees:

Upon the request of an employee with a disability, the Municipality will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- Information that is needed in order to perform the employee's job;
- Information that is generally available to employees in the workplace; and
- Consult with the employee making the request in determining the suitability of an accessible format or communication support.

Workplace Emergency Response Information:

If an employee's disability is such that workplace emergency response information is necessary and the Municipality is aware of the need for accommodation, this information shall be provided, with the employee's consent, to the person designated to provide assistance. The information shall be reviewed when the employee moves to a different location, when the employee's overall accommodation needs or plans are reviewed and when the Municipality reviews its general emergency response plan.

Documented Individual Accommodation Plan:

A written process for the development and maintenance of documented individual accommodation plans shall be developed for employees with disabilities. If requested, these plans shall include information regarding accessible formats and communication supports. If requested, the plans shall include individualized workplace emergency response information.

Return to Work Process:

The Municipality shall develop, document and have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation to return to work. The return to work process is outlined in policy H31 – Early and Safe Return to Work.

Performance Management and Career Development and Redeployment:

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, performance management and when considering redeployment.