

<b>Procedure Title</b>	<b>Accessibility Standards for Employment</b>		
<b>Date of Issue</b>	June 11, 2014	<b>Related Policy</b>	BP 1411-D
<b>Revision Dates</b>		<b>Related Forms</b>	
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
Accessibility for Ontarians with Disabilities Act, 2005 (AODA); Accessibility Standard for Customer Service, Ontario Regulation 429/07; Integrated Accessibility Standards, Ontario Regulation 191/11; Ontario Human Rights Code; Ontarians with Disabilities Act, 2001; Workplace Safety and Insurance Act; AP 7220-D " Disability Support – Early Intervention, Accommodation and Return to Work"; AP 7215-D "Confidentiality of Medical Records"); BP 7150-D "Performance Appraisal"			

**Procedure:**

**1.0 RATIONALE**

- 1.1 Bluewater District School Board is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees.
- 1.2 Bluewater District School Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

**2.0 DEFINITIONS**

- Accessible** formats include but are not limited to options such as large print, screen readers, braille, audio format, captioning.
- Career development** includes providing additional responsibilities within an employee’s current position and advancement 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.

**WCAG** refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

**3.0 PROCEDURE**

**3.1 Responsibility**

- i) Supervisory Officers, Principals, Departmental Managers and other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of the board will ensure that the provisions in this procedure are implemented.
- ii) Staff of the board’s Human Resources department will ensure that the provisions of this procedure are incorporated in their practices.

**3.2 Recruitment**

- i) The board will ensure that in its recruitment outreach practices the public is made aware that the board will provide accommodation for applicants with disabilities in its recruitment processes.
- ii) Employees of the board will be made aware that the board provides accommodation for applicants with disabilities in its recruitment processes.
- iii) When the board selects job applicants for a job selection process, the board 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.
- iv) When the board makes an offer of employment, the board will notify the successful applicant of its policy of accommodating employees with disabilities.

**3.3 Supports for Employees**

- i) The board will inform employees of the board’s policy of supporting employees with disabilities and procedures that provide for job accommodations.
- ii) The board will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

**3.4 Accessible Formats and Communication Supports**

- i) Where an employee with a disability so requests, the board 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 the employee’s job.
- ii) The board, in determining the suitability of an accessible format or communication as required by 3.4 (i), will consult with the employee.

**3.5 Workplace emergency response information**

- i) The board 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 board has been made aware of the need for accommodation due to the disability. The board will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.
- ii) If an employee who receives individualized workplace emergency response information requires assistance, the board will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.

- iii) The board will review individualized workplace emergency response information:
  - (a) When the employee moves to a different location in the board;
  - (b) When the employee's overall accommodations needs or plans are reviewed, and
  - (c) When the board reviews its general emergency response procedures.
- iv) The board will ensure that the requirements of this section are in place as of January 1, 2012.

**3.6 Individual Accommodation Plans**

The board will follow the procedures outlined in AP 7220-D " Disability Support – Early Intervention, Accommodation and Return to Work" and AP 7215-D "Confidentiality of Medical Records".

**3.7 Return to Work Process**

- i) 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.
- ii) The board will follow the procedures outlined in AP 7220-D " Disability Support – Early Intervention, Accommodation and Return to Work"

**3.8 Performance Management**

- i) In administering performance appraisal processes in respect of employees with disabilities, the board will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans, in accordance with BP 7150-D "Performance Appraisal".

**3.9 Career Development**

- i) Where the board provides career development and advancement to its employees, the board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.

**3.10 Redeployment**

- i) Where the board has in place a redeployment process, the board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.