



Accessibility Standard for Employment

The Rainy River District Social Services Administration Board (RRDSSAB) will provide equal treatment without discrimination and proactively remove barriers for people with disabilities in accordance with the *Accessibility for Ontarians with Disabilities Act* and Regulations.

The Accessibility Standard for Employment comes into effect in 2016 and applies to all paid employees. It builds upon the existing requirements under the *Ontario Human Rights Code* in relation to how to accommodate individuals with disabilities across all stages of the employment cycle.

Recruitment and Retention:

The RRDSSAB adheres to the following guidelines for recruitment and retention:

Posting Employment Opportunities:

Applicants will be notified about the availability of recruitment-related accommodations for applicants with disabilities to support their full participation in the recruitment process;

Selected Applicants:

Selected applicants will be notified 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;

Request for Accommodation:

Consultation with a selected applicant who requests an accommodation for the provision or arrangement of a suitable accommodation that takes into account the applicant's accessibility needs;

Offers of Employment:

Notifying successful applicants when making offers of employment of our policies for accommodating employees with disabilities.

Employee Notification:

The RRDSSAB will inform all new and existing employees of our policies for supporting 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 a disability:

- As required, to new employees, as soon as practicable after they begin their employment;
- Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

Accessible Formats and Communication Supports:

When an employee with a disability requests it, the RRDSSAB 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;
- For information that is generally available to employees in the workplace (i.e. agendas, meeting minutes, newsletters, forms, etc.); and
- In consultation with the employee making the request, determine the suitability of an accessible format or communication support.

If the employee has an individual accommodation plan, then the accessible formats and/or communication supports that will be provided to the employee should be included in the plan.

Individual Accommodation Plan (IAP):

The RRDSSAB will have in place a written process for the development of a documented individual accommodation plan for employees with a disability.

Individual Accommodation Plans Shall:

- assess and accommodate an employee on an individual basis ensuring the employees involvement in the process;
- each accommodation is assessed on an individual basis;
- allow the RRDSSAB to request an evaluation by an outside medical or other expert, at the RRDSSABs expense, to determine if and how accommodation can be achieved;
- employees are encouraged to request the participation of a representative from their bargaining unit or other representative from the workplace, where

- the employee is not represented by a bargaining unit, in the development of the accommodation plan;
- include information regarding accessible formats and communications support, if requested;
 - be developed and communicated with the employee with a disability in a manner that accommodates the employee's disability;
 - individual accommodation plans will remain private and only shared with those necessary to accommodate the plan;
 - the individual accommodation plan will be reviewed as determined in the plan;
 - consider input, as appropriate, from workplace, medical and/or other experts;
 - detail the accommodations to be provided;
 - detail timing for the provision of accommodations;
 - will trigger the development of a *Workplace Emergency Response Information Plan (WERIP)*, if required; and
 - if the accommodation is denied, the appeal process will be explained.

Return to Work:

The RRDSSAB will have a return to work process in place for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. Such processes will be documented and will outline the steps that the RRDSSAB will take to facilitate the return to work and include an individual accommodation plan as necessary.

Performance Management, Career Development and Advancement, and Redeployment:

The RRDSSAB will take into account the accessibility needs and/or individual accommodation plans of employees when:

1. Using performance management processes;
2. Providing career development and advancement information;
3. Using redeployment procedures.

Workplace Emergency Response Information – Helping Employees with Disabilities Stay Safe

The RRDSSAB will provide individualized workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability;
- With the employee's consent, to the person designated by the RRDSSAB and the employee to provide assistance to the employee, if required;
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability;
- And will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodations needs or plans are reviewed and when the employer reviews its general emergency response policies.