

## **ACCESSIBILITY STANDARDS FOR EMPLOYMENT**

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### **PURPOSE**

This procedure outlines the steps for meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

### **RATIONALE**

The Rainy River District School Board is committed to providing services to our students, parents/guardians, the public and our staff that are free of barriers and biases. The RRDSB strives to ensure that key principles of independence, dignity, integration, and equality of opportunity are reflected and valued in our learning and working environments. Our conduct will demonstrate our belief in the strength diversity brings to our communities.

### **GUIDELINES**

#### **1.0 General Guidelines**

- 1.1 This procedure applies only to employees and does not apply to volunteers and other non-paid individuals.

#### **2.0 Responsibility**

- 2.1 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 RRDSB will implement the provisions within this procedure.
- 2.2 The Human Resources Department will ensure that the provisions of this procedure are implemented.

#### **3.0 Recruitment**

- 3.1 As part of its recruitment outreach practices, the public will be made aware that the RRDSB will provide accommodation for applicants with disabilities.
- 3.2 Employees of the RRDSB will be made aware that it provides accommodation for applicants with disabilities in its recruitment processes.
- 3.3 When the RRDSB selects applicants as part of a job selection process, it 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.
- 3.4 The RRDSB will notify the successful applicant of its policy of accommodating employees with disabilities when the RRDSB makes an offer of employment.

#### **4.0 Supports for Employees**

- 4.1 The RRDSB will inform employees of its policy of supporting employees with disabilities and procedures that provide for job accommodations.
- 4.2 The RRDSB will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

#### **5.0 Accessible Formats and Communication Supports**

- 5.1 Where an employee with a disability so requests, the RRDSB 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.
- 5.2 The RRDSB, in determining the suitability of an accessible format or communication as required by 3.1, will consult with the employee.

#### **6.0 Workplace Emergency Response Information**

- 6.1 The RRDSB 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 RRDSB has been made aware of the need for accommodation due to the disability. The RRDSB will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.
- 6.2 If an employee who receives individualized workplace emergency response information requires assistance, the RRDSB will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.
- 6.3 The RRDSB will review individualized workplace emergency response information:
  - When the employee moves to a different location in the school board.
  - When the employee's overall accommodations needs or plans are reviewed.
  - When the RRDSB reviews its general emergency response procedures.

#### **7.0 Individual Accommodation Plans**

- 7.1 The RRDSB will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.
- 7.2 The RRDSB's written process will address:
  - How the 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.

- How the RRDSB can request an evaluation by an outside medical or other expert, at the RRDSB's expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved.
- How the employee can request to have a representative of their bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate 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 how this will be done.
- How the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied.
- How the RRDSB will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability.

7.3 The RRDSB will provide individual accommodation plans that:

- Include any requested information regarding accessible formats and accommodation supports provided.
- Include and required individualized workplace emergency response information.
- Identify any other accommodation to be provided.

## **8.0 Return-to-Work Process**

8.1 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*).

8.2 The RRDSB will develop, put in place and document 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.

8.3 The return-to-work process will:

- Outline the steps the RRDSB will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and
- Use documented individual accommodation plans (as in section 7.0) as part of the process. Ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

## **9.0 Performance Management**

9.1 In administering performance appraisal processes in respect of employees with disabilities, the RRDSB will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

## **10.0 Career Development**

10.1 Where the RRDSB provides career development and advancement to its employees, it will consider the accessibility needs of employees with disabilities as well as any individual accommodation plans.

## **11.0 Redeployment**

11.1 Where the RRDSB has in place a redeployment process, it will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

## **DEFINITIONS**

**Performance management** means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

**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 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.

**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.

**Information** includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

**Communications** means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

**Accessible formats** include but are not limited to options such as large print, screen readers, braille, audio format, captioning.

**Conversion-ready** is an electronic or digital format that facilitates conversion into an accessible format.

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

## **CROSS-REFERENCES**

### **Policies:**

- 2.30 Accessibility Standards
- 3.10 Recruitment and Selection

### **Procedures:**

- 2.32 AS for Assistive Devices
- 2.33 AS for Use of Service Animals
- 2.34 AS for Use of Support Person
- 2.35 AS for Monitoring
- 2.37 AS for Info and Communications

**Other:**

- RRDSB Multi-Year Accessibility Plan

**Legal/Ministry of Education:**

- *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- Integrated Accessibility Standards, Ontario Regulation 191/11
- *Ontario Human Rights Code*
- *Workplace Safety and Insurance Act*