



Policy Section: **Personnel/Employee Matters**

Policy Name: **Accessibility Standards for Employment**

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Policy Statement

The Keewatin-Patricia District School Board (KPDSB) 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. The KPDSB is committed to meeting the accessibility needs of people with disabilities in a timely manner, in the provision of services related to employment.

Rationale

The Keewatin-Patricia District School Board (KPDSB) is committed to providing high-quality services to our students, parents/guardians, the public, and its staff that are free of barriers and biases. The KPDSB strives to ensure that key principles of independence, dignity, inclusion, and equality of opportunity are reflected and valued in its learning and working environments. KPDSB conduct will demonstrate its belief in the strength diversity brings to KPDSB communities.

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, 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 (2) 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, and 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.

Guidelines

1. Scope

This policy with regard to Accessibility Standards for Employment applies only to employees and does not apply to volunteers and other non-paid individuals.

2. Responsibility

- a) 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 KPDSB will ensure that the provisions in this Policy are implemented.
- b) Staff of the KPDSB’s Human Resources department will ensure that the provisions of this Policy are incorporated in their practices.
- c) Unless otherwise stated, the provisions of this policy will be in place by January 1, 2014.
- d) The KPDSB will provide training for its employees and volunteers regarding the Integrated Accessibility Standards, Ontario Regulation (IASR), and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing KPDSB policies and all other persons who provide goods, services, or facilities on behalf of the KPDSB.

3. Recruitment

- a) The KPDSB will ensure that in its recruitment outreach practices the public is made aware that the KPDSB will provide accommodation for applicants with disabilities in its recruitment processes.
- b) Employees of the KPDSB will be made aware that the KPDSB provides accommodation for applicants with disabilities in its recruitment processes.

- c) When the KPDSB selects job applicants for a job selection process, the KPDSB 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.
- d) When the KPDSB makes an offer of employment, the KPDSB will notify the successful applicant of its policy of accommodating employees with disabilities.

4. Supports for Employees

- a) The KPDSB will inform employees of its policy of supporting employees with disabilities and policies that provide job accommodations.
- b) The KPDSB will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

5. Accessible Formats and Communications Supports

- a) Where an employee with a disability so requests, the KPDSB 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.
- b) The KPDSB, in determining the suitability of an accessible format or communication as required by section 4. a) above, will consult with the employee.

6. Workplace Emergency Response Information

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

c) The KPDSB will review individualized workplace emergency response information:

- i) when the employee moves to a different location in the KPDSB;
- ii) when the employee's overall accommodation needs or plans are reviewed; and
- iii) when the KPDSB reviews its general emergency response policies.

d) The KPDSB will ensure that the requirements of this section are in place as of January 1, 2012.

7. Individual Accommodation Plans

a) The KPDSB will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

b) The KPDSB's written process will address:

- i) how the employee requesting the accommodation can participate in the development of the individual accommodation plan;
- ii) the means by which the employee is assessed on an individual basis;
- iii) how the KPDSB can request an evaluation by an outside medical or other expert(s), at the KPDSB's expense, to assist in determining if accommodation(s) can be achieved, and if so, how it can be achieved;
- iv) how the employee can request to have a representative of their Bargaining Unity, or another workplace representative if the employee is not a member of a Bargaining Unit, participate in the development of the accommodation plan;
- v) the steps taken to protect the privacy of the employee's personal information;
- vi) the frequency with which the individual accommodation plan will be reviewed and updated and how this will be done;
- vii) how the reasons for denying an individual accommodation plan will be provided to an employee if accommodation(s) is denied; and
- viii) how the KPDSB will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to their disability.

c) The KPDSB will provide individual accommodation plans that:

- i) include, if requested, any information regarding accessible formats and accommodation supports provided;
- ii) include, if required, individualized workplace emergency response information; and
- iii) identify any other accommodations to be provided.

8. Return-to-Work Process

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 (i.e., under the Workplace Safety and Insurance Act, etc.).

- a) The KPDSB will develop, put in place, and document a return-to-work process for its employees who have been absent from work due to disability and require disability-related accommodations in order to return to work.
- b) The return-to-work process will:
 - i) outline the steps the KPDSB will take to facilitate the return-to-work process of employees who were absent because their disability required them to be away from work;
 - ii) use documented individual accommodation plans (as in *section 7* above) as part of the process; and
 - iii) 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. Performance Management

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

10. Career Development

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

11. Redeployment

Where the KPDSB 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.