

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 436	
Effective	
Revision Date	

ACCESSIBILITY STANDARDS FOR EMPLOYMENT

PURPOSE

Moose Factory Island District School Area Board is committed to ensuring that people with disabilities have the same opportunity of access to district services as do all others served by the board. The board strives to meet the accessibility needs of people with disabilities, in a timely manner, through the provision of services related to employment.

APPLICATION

This administrative procedure with regard to accessibility standards for employment applies only to Moose Factory Island District School Area Board employees and does not apply to volunteers and other non-paid individuals.

DEFINITIONS

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

Career development and advancement: Career development and advancement include 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. Additional responsibilities and employee movement are usually based on merit or seniority or a combination of these.

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

Redeployment: 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.

PROCEDURES

1. Responsibility

- 1.1. Supervisory officers, the principal, managers, supervisors, and other employees who have responsibility for hiring and employee selection and/or supervise the work of employees of the board will implement the provisions outlined within this procedure.
- 1.2. The supervisory officer or designate will ensure that the provisions of this administrative procedure are implemented.

2. Recruitment

- 2.1. As part of the board's recruitment processes, the public will be made aware that the board will provide accommodation for applicants with disabilities.
- 2.2. Employees of the board will be made aware that the board provides accommodation for applicants with disabilities in its recruitment processes.
- 2.3. When the board selects applicants as part of 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 their disability.
- 2.4. When the board makes an offer of employment, the board will notify the successful applicant of its policy of accommodating employees with disabilities.

3. Supports for Employees

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

4. Accessible Formats and Communication Supports

- 4.1. If 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.
- 4.2. The board, in determining the suitability of an accessible format or communication as required by subsection 4.1, will consult with the employee.

5. Individualized Workplace Emergency Response Information

- 5.1. 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.
- 5.2. Details of this process are set out in Administrative Procedure 419 Accessibility Standards: Individualized Emergency Response Information.

6. Return to Work Process

- 6.1. The return to work process described in this procedure 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*.
- 6.2. The board 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.
- 6.3. The return to work process will:
 - a) outline the steps the board will take to facilitate the return to work of employees who were absent because their disability required them to be away from work;
 - b) use documented individual accommodation plans (as described for emergency response information in Administrative Procedure 419 Accessibility Standards: Individualized Emergency Response Information) as part of the process; and
 - c) ensure that all staff members involved in program or course design, delivery, and instruction are provided with accessibility awareness training related to these responsibilities.

7. Performance Management

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.

8. Career Development

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.

9. Redeployment

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.

Legal References:

Ontario Human Rights Code
Ontarians with Disabilities Act, 2001 (ODA)
Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
Ontario Regulation 429/07 Accessibility Standards for Customer Service
Integrated Accessibility Standards Regulation 191/11
Employment Standards Act, 2000
Ontario Occupational Health and Safety Act
Workplace Safety and Insurance Act
Municipal Freedom of Information and Protection of Privacy Act

Board References:

Board Policy GOV-01 Vision, Mission, and Values
Board Policy GOV-04 Role of the Supervisory Officer-Personnel Management
Board Policy GOV-07 Learning and Working Environment: Equity and Inclusion
Board Policy GOV-18 Personnel Decisions
Administrative Procedure 151 Accessibility Standards and Practices
Administrative Procedure 152 Accessibility Standards: Training and Communication
Administrative Procedure 419 Accessibility Standards: Individualized Emergency Response Information