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| Section: 200 Employment | Effective Date: December 2015 |
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| Subject: Integrated Accessibility Standards Regulation – Employment Standard | Page: 1 of 6 |

Accessibility for Ontarians with Disabilities (AODA)
**211: Integrated Accessibility Standards Regulation (IASR) –
Employment Standard**

Purpose:

This policy is intended to meet the requirements of the [Integrated Accessibility Standards, Ontario Regulation 191/11](#) for the Employment Standard set forth under the [Accessibility for Ontarians with Disabilities Act, 2005](#). This policy applies to the provision of accessible employment services for persons with disabilities.

All employment services provided by Associated Youth Services of Peel shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions:

Accommodation- involves steps that modify the workplace so that it better fits the physical, intellectual or psychosocial capabilities of the employee returning to work. It may include the use of specialized equipment and assistive devices, or modifications to job tasks.

Functional Abilities Form- completed by an employee’s Doctor, or by another regulated health professional when appropriate (i.e. when sustaining Emergency Medical treatment), this form provides information about the employee’s current abilities and restrictions. This information can then be used to compare the job demands with the employee’s capabilities as they return to work from a disability leave.

Accessible Formats- Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication Supports – Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Performance Management – Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Redeployment – The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

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General Principles:

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- ✓ [General Requirements](#)
- ✓ [Recruitment, Assessment and Selection](#)
- ✓ [Accessible Formats and Communication Supports for Employees](#)
- ✓ [Workplace Emergency Response Information](#)
- ✓ [Documented Individual Accommodation Plans](#)
- ✓ [Performance Management and Career Development and Advancement](#)
- ✓ [Return to Work](#)
- ✓ [Redeployment](#)
- ✓ [Review](#)

General Requirements

Establishment of Accessibility Policies and Plans

AYSP Peel will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

AYSP will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will be made publicly available in an accessible format, upon request.

AYSP will establish, implement, maintain and document a multi-year accessibility plan, outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. AYSPP will review and update the Accessibility Plan when legislatively required but no later than once every five (5) years. Accessibility plans will be made available in an accessible format, upon request.

Training Requirements

Associated Youth Services of Peel will provide training for its employees and volunteers regarding the IASR and the [Ontario Human Rights Code](#) as they pertain to individuals with disabilities.

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Training will be provided in mandatory new employee orientation sessions or through online training as soon as practicable, after beginning work for AYSP.

Training will be provided on an ongoing basis to employees and volunteers, as changes to AYSP’s accessibility policies occur.

Employee training records, including the dates when the training was provided together with certificates of completion, shall be kept by Human Resources.

Recruitment, Assessment and Selection

AYSP will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, AYSP will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of AYSP's policies and supports for accommodating employees with disabilities.

Accessible Formats and Communication Supports for Employees

Associated Youth Services of Peel will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, AYSP will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform his/her job; and
- Information that is generally available to all employees in the workplace.

AYSP will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

Workplace Emergency Response Information

An employee may require assistance during an emergency due to a temporary or permanent disability. Where required, AYSP will complete an Individual Workplace Emergency Response form for employees with disabilities, who have identified to AYSP that they have a disability that requires accommodation. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee. With the person’s consent, the information must be shared with any person who will assist that person during

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an emergency. The Workplace Emergency Response form will be added to the Individual Accommodation Plan and kept on the employee’s personnel file.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; and/or
- AYSP reviews general emergency response policies.

Documented Individual Accommodation Plans

AYSP is committed to providing accommodations for people with disabilities. An Individual Accommodation Plan, once developed, will be provided to the employee in a format that takes into account his/her accessibility needs, due to his/her disability. The employee’s personal information will be protected at all times.

AYSP may request an evaluation by an outside medical or other expert, at AYSP’s expense, to determine whether and how accommodation can be achieved.

When an employee with a disability requests an accommodation, the following process will be followed:

Process for creating an Individual Accommodation Plan:

1. Employee identifies a disability to their Supervisor or Human Resources, and requests accommodation
2. Human Resources meets with the employee and provides a Functional Abilities form for the employee’s Doctor to complete, at the expense of AYSP
3. Once the completed Functional Abilities form is received, Human Resources will meet the Employee’s Supervisor to discuss the request for accommodation and explore a range of specific and universal accommodations to find the most appropriate measure(s).
4. An Individual Accommodation Plan will be developed by Human Resources, in consultation with the employee, and their supervisor. A copy of this form will be provided to the employee and to their supervisor, with the original being kept on their personnel file.
5. If the accommodation is denied, an explanation must be provided to the employee
6. Human Resources will also provide a letter outlining the details of the approved plan, which the employee will be required to sign.

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7. Individual Accommodation plans will be reviewed when medically required at predetermined intervals, and where longer term at least annually, together with times of material change such as if the employee’s work location changes; their position changes; their disability changes; and/or the accommodation is no longer appropriate.

Return to Work (RTW)

AYSP is committed to supporting employees who have been absent from work due to a non-work-related disability and who require accommodation in order to return to work.

The following process will facilitate an employee’s safe and timely return to work:

1. While absent from work due to a disability, the employee shall continue to provide Human Resources with updates regarding their progress and detail the accommodations requested for their return to work.
2. With the employee’s consent, the Supervisor and/or Human Resources should maintain regular contact with the employee while they are off work, either by phone or email, as a caring gesture, not as a push to return to work.
3. Prior to an employee’s return to work, they will have their Doctor complete an updated Functional Abilities form (at AYSP’s expense) and provide it to Human Resources.
4. Human Resources, the Supervisor and the employee will collaborate to develop a written RTW plan, which will be added to the employee’s Individual Accommodation Plan, if applicable.
5. The employee, their supervisor and Human Resources will monitor the RTW plan regularly and, if the employee encounters challenges, modify the plan to overcome these challenges

Performance Management and Career Development and Advancement

AYSP will consider the accessibility needs of employees with disabilities, as well as Individual Accommodation Plans, when implementing performance management processes, or when offering career development or advancement opportunities.

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Redeployment

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment. Individual accommodation plans will be consulted, as required.