

AODA Integrated Accessibility Standards Regulation Overview of Employment Standards

**Disability Issues Committee
January 24, 2014**

Scope

- **Prescribe how organizations provide accessibility for job applicants and employees throughout their employment life cycle**
- **Does not apply to unpaid employment**

Key Areas

Employment Standard addresses the following key areas:

- **Workplace Emergency Response Information**
- **Recruitment**
- **Accommodation support for employees and job applicants**
 - accessible formats
 - informing employees
 - individual accommodation plan
- **Return-to-work process**
- **Retention**

Workplace Emergency Response Information

Effective January 1, 2012

- **Individualized plan**
- **Inform appropriate parties**
- **Must be tracked and documented**
- **In compliance**

Recruitment – Job Posting

- **Requirement** – notify the availability of accommodation to both employees and job applicants with disabilities
- **Practice** – advises both internal and external applicants that “accommodation will be provided in all parts of the hiring process...”

Recruitment - Assessment

- **Requirement** – notify job applicants with disabilities that accommodations are available upon request in relation to the materials or processes used
- **Practice** – advises job applicants who are invited to participate in an assessment(s) that the City will accommodate individuals with disabilities, and that they are to make their needs known in advance

Examples of Accommodation

- Quiet workspace, extended time allowances or breaks in-between
- Alternate communication methods (telephone, digital recorder, verbal or written instructions)
- Communication aids (i.e. head phones)
- Voice input or speech recognition aids
- Computer screen magnifiers
- Provision of ASL, translators and materials in Braille

Recruitment - Successful Applicants

- **Requirement** – notify the successful applicants of City's policies for accommodating employees with disabilities
- **Practice** – informs successful candidates when extending a job offer that if they need accommodation, they should make their needs known

Informing Employees of Supports

- **Requirement** – inform employees of policies used to support employees with disabilities
- **Practice** – will advise new employees and those who change jobs of the City's policies regarding job accommodations

Return to Work Process

- **Requirement** – document return to work process for employees absent due to disability and require disability-related accommodations to return to work
- **Practice** – the Modified Work Program and guidelines outline the steps that the City takes to facilitate an employee's return to work

Documented Individual Accommodation Plans

- **Requirement** – develop a written process for the development of documented individual accommodation plans for employees with disabilities
- **Practice** – the process has been integrated within the City's Employment Policy and Guidelines which is posted on City's Intranet

Retention

- **Requirement** – take into account the accessibility needs of employees with disabilities as well as any individual accommodation plan when providing career development, performance management and when considering redeployment
- **Practice** – discuss with employees their needs, and involve Disability Management Consultants in these processes when there are functional restrictions and accommodation requirements

Accessible Formats and Communication Supports for Employees

- **Requirement:** Upon request, consult with employee to provide or arrange for the provision of accessible formats and communication supports
- **Practice:** When an employee requests it, City works with employee to define and provide the appropriate supporting format, such as:
 - Electronic formats, e.g. HTML, MS Word
 - Braille
 - Large print
 - Text transcripts
 - Reading information aloud
- **Assistive listening systems**
- **Sign language**

Solutions to Promote Employment-related Accessibility

- **Provide training**
 - based on scope of responsibility and accountability, and appropriate to job duties
- **Review and “tweak” employment-related policies, guidelines and tools**
- **Communicate employee rights and managers' obligations**

Q & A

