

## Accessibility in Employment Procedure

### RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) is committed to ensuring that people with disabilities have the same opportunity of access to our services.

### TERMINOLOGY:

*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.

### PROCEDURES:

The procedure with regard to Accessibility in Employment applies only to employees and does not apply to volunteers and other non-paid individuals.

## Accessibility in Employment Procedure

### **1.0 Responsibility**

- 1.1 Supervisory Officers, Principals, Managers and other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of HWDSB will ensure that the provisions in this procedure are implemented.
- 1.2 Human Resources staff will ensure that the provisions of this procedure are incorporated in their practices.
- 1.3 Unless otherwise stated, the provision of this procedure will be in place by January 1, 2014.

### **2.0 Recruitment**

- 2.1 HWDSB will make the public aware of its recruitment outreach practices the public is made aware that HWDSB will provide accommodation for applicants with disabilities in its recruitment processes.
- 2.2 Employees of HWDSB will be made aware that HWDSB provides accommodation for applicants with disabilities in its recruitment processes.
- 2.3 When HWDSB selects job applicants for a job selection process, applicants will be made 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.
- 2.4 Successful applicants will be advised of the Board's policy for accommodating employees with disabilities through the orientation process.

### **3.0 Supports for Employees**

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

## Accessibility in Employment Procedure

### **4.0 Accessible Formats and Communication Supports**

- 4.1 Where an employee with a disability so requests, HWDSB 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 When determining the suitability of an accessible format or communication as required by 4.1, appropriate HWDSB staff will consult with the employee.

### **5.0 Workplace Emergency Response Information**

- 5.1 HWDSB 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 HWDSB has been made aware of the need for accommodation due to the disability. HWDSB will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.
- 5.2 If an employee who receives individualized workplace emergency response information requires assistance, HWDSB will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.
- 5.3 HWDSB will review individualized workplace emergency response information:
  - 5.3.1 When the employee moves to a different location in the board;
  - 5.3.2 When the employee's overall accommodation needs or plans are reviewed; and
  - 5.3.3 When HWDSB reviews its general emergency response procedures.
- 5.4 HWDSB will ensure that the requirements of this section are in place as of January 1, 2012.

### **6.0 Individual Accommodation Plans**

- 6.1 HWDSB will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

## Accessibility in Employment Procedure

### 6.2 HWDSB's written process will address:

- 6.2.1 How the employee requesting accommodation can participate in the development of the individual accommodation plan;
- 6.2.2 The means by which the employee is assessed on an individual basis;
- 6.2.3 How HWDSB can request an evaluation by an outside medical or another expert, at HWDSB's expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved;
- 6.2.4 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;
- 6.2.5 The steps taken to protect the privacy of the employee's personal information;
- 6.2.6 The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done;
- 6.2.7 Should an accommodation not be provided, a rationale outlining the specific reasons why will be communicated to an employee; and
- 6.2.8 HWDSB will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability.

### 6.3 HWDSB will provide individual accommodation plans that:

- 6.3.1 Include, if requested any information regarding accessible formats and accommodation supports provided;
- 6.3.2 Include, if required, individualized workplace emergency response information; and
- 6.3.3 Identify any other accommodation to be provided.

## 7.0 Return to Work Process

- 7.1 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.

## Accessibility in Employment Procedure

7.2 HWDSB 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.

7.3 The return to work process will:

7.3.1 Outline the steps HWDSB will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and

7.3.2 Use documented individual accommodation plans (as in 6.0) as part of the process.

### **8.0 Performance Management**

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

### **9.0 Career Development**

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

### **10.0 Redeployment**

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