

SECTION: HUMAN RESOURCES
NUMBER/TOPIC: HR 2 – EMPLOYMENT STANDARDS
POLICY TITLE: HR 2.15 - ACCESSIBLE EMPLOYMENT STANDARDS

POLICY STATEMENT

ESS 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 Agency is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

DEFINITIONS

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

Career Development: 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 both. For both additional responsibilities and employee movement this is usually based on merit or seniority or a combination of these.

Redeployment: The reassignment of employees to other departments or jobs as an alternative to layoff when a particular job or department has been eliminated.

PROCEDURES

RECRUITMENT

Job postings will include a statement advising potential applicants of the Agency’s willingness to accommodate their disability with accessible formats and communication supports as requested.

For example: “Our Agency will, on request, provide accommodations for disabilities to support your participation in all aspects of our recruitment process”.

INTERVIEWS

The Chair of the Hiring Committee must advise all applicants selected for interviews that the Agency will provide accommodation for disabilities to support their participation in the assessment/selection process.

EMPLOYMENT AGREEMENTS

All employment agreements will include a statement to indicate that the Agency will, upon request, provide accommodations for disabilities at any time during their employment.

PERFORMANCE REVIEWS & DEVELOPMENT PLANS

The Agency will, upon request provide or arrange for the provision of accessible formats and communication supports for employees with disabilities to fully participate in the performance review and development process. The Agency will consult with the employee to determine the suitability of accommodations based on their accessibility needs.

ORIENTATION

The Agency will, at the time of orientation, review with the new employee all policies, procedures, and supports related to accommodations for employees with disabilities.

INDIVIDUAL ACCOMMODATION PLANS

The Agency will complete a documented individual accommodation plan for employees with disabilities. These plans will be developed in consultation with the employee and will take into account the accommodation needs of their disability. The process for developing documented individual accommodation plans will include the following:

- Employees will consult with the Director of Business Operations at the commencement of employment to create an individual accommodation plan;
- Consultation can include but is not limited to: telephone, face to face meetings, electronic communication, or a combination of all three;
- Employees may request the participation of another Agency employee or representative to be involved in the consultation process;
- To assist the Agency in determining if accommodation can be achieved and if so, how accommodation can be achieved, the Agency may request, at its own expense, to have the employee provide a Functional Analysis Report completed by a certified Medical Care Practitioner and which specifies the accommodation needs that are required for the employee to perform the duties in their job description;
- Individual accommodation plans will include the employee's workplace emergency response information and specific accessible formats and communications supports required by the employee, if applicable;
- Individual accommodation plans will be held confidentially in the employee's personnel file. Information contained in the reports will be shared only with necessary Agency personnel (i.e. Manager, department Director) to ensure that accommodations are appropriately implemented and maintained;
- Accommodation plans will be reviewed annually, any time an employee changes jobs within the Agency, any time an employee's duties and responsibilities change such that accommodation needs change, any time that an employee's needs for accommodation change because of recurring or sporadic illness and/or at the request of the employee or their Manager;
- The Agency will ensure that accommodation plans are provided in accessible formats and/or with communication supports appropriate for the employee with the disability; and
- Should the Agency determine that accommodations required for an individual employee create undue hardship for the Agency, the employee will be notified in writing of the denial of an individual accommodation plan along with the specific reasons for denial. The Employee will be asked to consult regarding alternative accommodations, as appropriate.

REDEPLOYMENT

The Agency will take into account the accessibility needs of employees with disabilities as well as

any individual accommodation plans during a redeployment process.

EMPLOYEE SUPPORTS

The Agency will inform all employees of its policies used to support its employees with disabilities, including but not limited to, policies of the provision of job accommodations that take into account an employee's accessibility needs due to disability.

- This information will be provided to new employees as soon as practicable after they commence their employment; and
- The Agency will provide information to employees whenever there is a change or addition to existing policies.

CONTACT

For further information, contact the CEO.