

Accessible Employment Policy

Department:	All Departments	Policy Number:	H19-0600-13
Section:	Human Resources	Effective Date:	October 28, 2013
Subject:	Accessible Employment	Revised Date:	
Authority:	By-law 2013 - 086, Integrated Accessibility Standards Regulation		

1. Purpose

The Municipality of Brockton (Brockton) is committed to providing equal employment opportunities for persons with disabilities and to meet the accessibility and accommodation needs of employees with a disability in a timely manner.

2. Accessible Formats and Communication Supports for Job Applicants and Employees with Disabilities

When an employee or a job applicant with a disability makes a request for information to be provided in an accessible format or with communication supports, such as information that is needed in order to perform the employee’s job or information that is generally available to employees in the workplace, Brockton will consult with the person making the request to determine a suitable format that takes the employee’s or job applicant’s accessibility needs into account. Brockton makes the final decision about the accessible format or communication support to be provided or arranged for. Once the decision is made, the information will be provided or arranged for in a timely manner.

3. Accessible Workplace Emergency Response Information

Brockton provides individualized emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and Brockton is aware of the need for accommodation, due to the employee’s disability. If an employee who receives individualized workplace emergency response information requires assistance, and if the employee grants permission, Municipality of Brockton will provide the workplace emergency response information to the person that the employer designates to provide assistance to the employee. Individualized emergency response information is provided as soon as is possible.

The Municipality of Brockton reviews individualized workplace emergency response information when the

- Employee moves to a different location in the organization;
- Employee’s overall accommodations needs or plans are reviewed; and
- Employer reviews its general emergency response policies.

4. Recruitment, Assessment, Selection and Hiring

When Brockton is recruiting, we provide accommodations for applicants with disabilities. We notify our employees and the public about the provision of accommodations on our website and in our job postings.

When Municipality of Brockton selects a job applicant to participate in an assessment or a selection process such as an assessment or an interview, we notify the person that accommodations are available, upon request. If a selected job applicant requests an accommodation, Brockton consults with the applicant and provides a suitable accommodation that takes the person's accessibility needs into account. Brockton makes the final decision about the accommodation to be provided.

5. Notice to Successful Job Applicants and Employees about Accommodations

We are committed to the provision of accommodations for job applicants and employees with disabilities in a manner that takes into account the job applicant's or employee's accessibility needs, due to a disability. When Municipality of Brockton offers a job applicant employment, we provide the person with information about our accommodation policies for employees with disabilities, as soon as is possible. This information is provided to current employees on Brockton's website. We also notify employees on Brockton's website when there are changes or updates regarding job accommodations for persons with disabilities.

6. Individual Accommodation Plans

The Municipality of Brockton has a process for developing and documenting individual accommodation plans for employees with disabilities. Our process includes the following steps:

- 6.1. We meet with the employee who requests accommodation for an initial discussion and to determine an optimal method of individualized assessment, if needed. We consult with the employee throughout the process.
 - 6.2. If required, Municipality of Brockton will arrange and pay for an expert evaluation, such as a functional abilities evaluation, to determine if and how accommodation can be achieved.
 - 6.3. The employee is welcome to have a representative [either from the employee's union or from the workplace in general] participate in the development of the accommodation plan.
 - 6.4. Individual accommodation plans will be provided to the employee in an accessible format or with communication supports that take into account the employee's particular accessibility needs, due to his/her disability, upon request. All individual accommodation plans inform the employee that Municipality of Brockton provides information in an accessible format or with communication supports, if requested. The plans also identify all accommodations that will be provided. If needed, we include individualized workplace emergency response information, in the accommodation plan.
 - 6.5. Personal information with respect to the accommodation plan will remain with the individual's Department Head and the Human Resources Department. It will not be released to any other Brockton employees without the employee's consent, except in the case of an emergency.
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- 6.6 Municipality of Brockton reviews and updates individual accommodation plans annually or if or when there is an improvement or regression with respect to the employee's functional status the employee is encouraged to provide regular feedback about the efficacy of the accommodation. The review includes a meeting with the employee and consideration of feedback provided by the employee. Any changes that need to be made to the accommodation plan will be discussed with the employee and if necessary, an expert assessment will be arranged for at Brockton's expense.
- 6.7. If a plan is denied, we will meet with the employee and provide the reasons and upon request, Municipality of Brockton will provide the reasons in an accessible format or with communication supports.

7. Return to Work Process

The Municipality of Brockton has a process for developing and documenting a return to work plan for an employee with a disability who has been away from work because of a disability and requires disability-related accommodations in order to return to work. The return to work process outlines the steps Brockton will take to facilitate the employee's return to work. The process may eventually lead to an individual accommodation plan (see above). The Return to Work Process reviews the following in order to create a Return to Work plan.

- Modified Work if necessary
- Accommodations if necessary
- Work Restrictions
- Salary adjustments for Accommodation/Modified Work
- Benefit adjustments for Accommodation/Modified Work
- Term of Return to Work Agreement and Disclosure

8 Performance Management, Career Development and Advancement

The Municipality of Brockton will take the accessibility needs and individual accommodation plans into consideration for employees with disabilities during a performance management process, or during career development and advancement.

Sample Individual Accommodation Plan

Individual Accommodation Plan Form

The following information will be completed by the Employer in conjunction with Employee. Information is confidential when completed.

Initial Start Date:

Circumstance for creation of IAP (self disclosure by new employee or existing employee, recommended by Management):

Employee Information

Name of Employee:

Home Address:

Home Telephone Number:

Cell Phone Number:

Social Insurance Number:

Position Title:

Department or Branch:

Manager Information

Manager's Name:

Manager's Title:

Accommodation Start Date:

Limitations

List any functional limitations that the employee experiences, how it affects different aspects of his/her job and if each task is an essential part of the role:

Limitations:

Tasks/Activities affected:

Is it an essential job requirement – yes or no?

Need Clarification

Describe action taken to clarify both the need and the potential accommodations including advice sought from experts:

Has employee requested a Bargaining Agent or other representative to represent employee in Accommodation Plan?

Information Sources:

Identify and include the contact information for any experts consulted when building the plan (eg. human resources manager, family doctor, specialists)

Name:

Email Address:

Telephone Number:

Email Address:

Name:

Email Address:

Telephone Number:

Email Address:

Accommodations

Identify what types of accommodation or support would help the employee **accomplish** the tasks/activities affected by limitations. List a strategy or tool that will provide the accommodation.

Limitations:

Specific job-related tasks/activities affected by limitations:

What must the accommodation achieve and what are the accommodations required?

Recommendation for Work Hours (full time hours, modified hours or graduated hours). Document recommendations and then actual hours taken throughout process.

Recommendations:

Actual: (document modified hours and progress to full time hours)

Implementation

List the actions required to achieve the accommodation(s) identified in the prior section.

Accommodation Strategy: (actions required for accommodation)

Will there be any accessible formats or communication supports required?

Outstanding actions to implement accommodation:

Will the individual require assistance during a Workplace Emergency? If so complete a Workplace Emergency Response Form.



Assigned to:

Steps taken to protect privacy of employee's personal information?

List Management Staff that should be notified of accommodation requirements
(with permission of employee)

Comments/Notes

Use this section for any additional information (e.g., details of alternative arrangements, accommodation costs etc.)

Related Documents

- Attach any additional documents required to support the employee.
- Employee emergency plan (if applicable)
- Accessible format of the individual accommodation plan (if needed)
- What type of accessible formats and/or communications support the employee needs (if requested).
- Return to work plan (if applicable)
- Other.

If Request Denied

If denied, reason for denial, communication provided to employee and date.

Review

Provide predetermined review dates and record effectiveness and progress of accommodation.

Frequency of Reviews:

Review Dates (List review dates, effectiveness and progress of accommodation. If accommodation changes are required document below.)

Accommodation End Date:

(Note: accommodation could be ongoing and no end-date)

Signature

Employee's Signature:

Date:

Manager's Signature

Date:

Workplace Emergency Response Request Form

Date:

Employees Who Need Assistance – Workplace Emergencies

To all Municipality of Brockton employees:

As per the Accessibility for Ontarians with Disabilities Act, and our commitment as an organization that prides itself on health and safety issues, in particular those related to people with disabilities, we are requesting that you please provide the following information to your Department Head if applicable.

Should there be an “emergency situation” would you require any kind of accommodation or assistance due to a disability, at work? This can be a temporary disabilities or a permanent disability. If you require accommodation or assistance, it is important that we hear from you. All information will remain confidential. Should information be required by a designated employee, who would be assisting an employee, it will be with your consent only.

Step 1 (fill in the following information please)

Yes, I (name) _____, (department) _____, wish to speak to my Department Head and arrange accommodations for emergency situations.

Step 2 – Department Head

Your Department Head will contact you to meet and discuss what the most suitable accommodations would be in case of an emergency situation and determine what the process would be.

Step 3 - Practice

A practice evacuation drill would take place to ensure accommodations in an emergency situation are being provided in the best possible, safest and efficient manner.

Step 4 – Keep Informed

Keep your Department Head informed. If you move to a different location, or your overall accommodations needs or plans change and/or are reviewed we would need to be informed, so that we can continue to provide and accommodate you during an emergency situation.