



ADMINISTRATIVE PROCEDURES

ACCESSIBILITY STANDARDS FOR EMPLOYMENT (Policy Statement: Accessibility Standards)

Purpose

The Board is committed to ensuring that persons with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees. The Board is committed to meeting the accessibility needs of persons with disabilities, in a timely manner, in the provision of services related to employment. The Board will adhere to the Integrated Accessibility Standards (Ontario Regulation 191/11), as may be amended from time to time.

References

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
Integrated Accessibility Standards, Ontario Regulation 191/11
Ontario Human Rights Code
Workplace Safety and Insurance Act
Administrative Procedure – Ability Management – Early Intervention, Accommodation and Return to Work (Policy Statement: Ability Management [H-2018-11-3])
Administrative Procedure – Hiring of Staff (Policy Statement: Hiring of Staff [H-2021-04-04])

Procedures

1. Responsibility to ensure that barriers to employment or persons with disabilities are identified and removed shall be as follows:
 - 1.1 Supervisors/Administrators and other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of the Board will ensure that the provisions in this procedure, are implemented.
 - 1.2 Staff of the Board's Human Resources department will ensure that the provisions of this procedure are incorporated into Human Resources practices and procedures.
 - 1.3 Unless otherwise stated, the provisions of this procedure will be in place as per the Act.

2. Job postings will include a notice to all applicants that the Board will provide accommodations for persons with disabilities during the interview process upon request. This will include, but is not limited to, the provision of assessment and selection tools in accessible formats to candidates for employment opportunities.
3. Individual accommodation plans, where required, will be developed in collaboration with the employee, Ability and Wellness Officer, immediate supervisor/administrator, attending physician/specialist and the Union (if applicable) in adherence with the Ontario Human Rights Act, Duty to Report.

Approved: December 17, 2013

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