

## QUINTE WEST PUBLIC LIBRARY

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TITLE: Accessible Employment Policy

EFFECTIVE DATE: January 1, 2016

REVIEWED: February 16, 2023

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### **Purpose**

The Quinte West Public Library Board is committed to and guided by the core principles of dignity, equal opportunity, integration and independence thus supporting the full inclusions of persons as set out in the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act, 2005.

This policy is intended to meet the requirements of Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005.

The Employment Standards builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and employment relationship. The Quinte West Public Library Board shall use every reasonable effort to ensure that we meet the needs of people with disabilities, in a timely manner, throughout the implementation of this policy.

### **Scope**

This policy applies to all paid employees. This policy shall include:

- Recruitment, assessment and selection
- Informing employees of support
- Accessible formats and communication supports for employees
- Workplace emergency response information
- Documented individual accommodation plan
- Return to work process
- Performance management, career development and redeployment

### **Definitions**

Accessible formats: may include but not limited to: large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication supports: may include but not limited to: captioning, alternative and augmentative communication supports, plain language, sign language and supports that facilitate effective communications.

Information: may include data, facts and knowledge that exists in any format, including text, audio, digital or images, and conveys meaning.

Large organization: an organization with fifty (50) or more employees in Ontario.

Career development and advancement: providing additional responsibilities within and employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them. Both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of both.

Performance management: activities related to assessing and improving employee productivity and effectiveness with the goal of facilitating employee success.

Redeployment: the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

Support person: in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities.

## **Procedures**

### Recruitment, Assessment and Selection

Quinte West Public Library shall notify employees and the public about availability of accommodations for job applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process.
- If the selected applicant requests an accommodation, the library shall consult with the applicant and arrange for provision of suitable accommodations in a manner that takes into account the applicants needs due to disability.
- Notify successful applicants of the policies for accommodating employees with disabilities.

### Informing Employees of Supports

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

- Provide information required to new employees as soon as practicable after they begin their employment.
- Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

### Accessible Formats and Communication Supports for Employees

In addition and where an employee with a disability requests it, the library will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- Information that is needed in order to perform the employee's job
- Information that is greatly available to employees in the workplace.
- Consult with the employee making the request to determine the suitability of an accessible format or communication support.

### Workplace Emergency Response Information

The library shall provide individual workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary and the library is aware of the need for accommodation due to the employee's disability.

- If an employee who receives an *Individual Workplace Emergency Response Information Form* requires assistance, with the employee's consent, the library shall provide the emergency information to the person designated by the library to provide assistance to the employee.
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability.
- Review the information when the employee moves to a different location in the organization, when overall accommodation needs or plans are reviewed and when the library reviews its general emergency response policies.

### Documented Individual Accommodation Plans

The library will develop a documented individual accommodation plan for each employee with a disability on an as required basis. The process may include:

- The participation of the employee with the accommodation in the development of the plan.
- The means by which the employee is assisted on an individual basis
- Identification of the accommodation to be provided
- Timelines for the provision of the accommodations
- The ways an employee can request an evaluation by an outside medical expert, or other experts (at the employers request) to determine if accommodation can be achieved, or how it can be achieved
- The frequency with which the individual accommodation plan should be reviewed or updated, and how it should be done
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs
- The steps taken to protect the privacy of the employee's personal information
- If an individual accommodation plan is denied, the manner in which the reasons for denial will be provided to the employee

## **Return to Work Process**

The library shall develop and have a return to work process in place for employees who are absent from work due to a disability and require disability-related accommodations, in order to return to work. The library shall document these processes.

The return to work process shall include an outline of the steps the library will take to facilitate the employee's return to work and use documented individual accommodation plans (as described by Section 28 of the Regulation).

## **Performance Management, Career Development, Redeployment and Advancement**

The library will take into account the accessibility needs of employees with disabilities and/or individual accommodation plans when:

- Using performance management processes
- Providing career development and advancement information
- Using redeployment procedures

## **Summary**

In all cases this policy will remain in place unless specific items are otherwise addressed through new policies, while remaining compliant with AODA.

## **References:**

- Accessibility for Ontarians with Disabilities Act, 2005
- Integrated Accessibility Standards, Ontario Regulation 191/11
- Ministry of Community and Social Services, Making Ontario Accessible (Access ON)
- Ontario Human Rights Code, 1990