

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Human Resources</b>	<i>Policy Number</i> <b>415</b>
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<i>Original Approved Date</i> <b>December 17, 2013</b>	<i>Subsequent Approval Dates</i>

## **POLICY TITLE: ACCESSIBILITY STANDARDS FOR EMPLOYMENT**

### **SECTION A**

#### **1. PURPOSE**

The York Catholic District School Board as a large public sector organization is responsible for providing employment opportunities that are barrier-free, bias-free and enabling of full integration for those with disabilities. In its ongoing efforts to ensure accessibility for all, the York Catholic District School Board endorses the *Accessibility for Ontarians with Disabilities Act, 2005* and the regulations supporting this Act. The York Catholic District School Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

The purpose of this policy is to outline the employment standard practices and procedures approved by the Board in order to meet the obligations of the Act for the wider community.

This Policy does not apply to volunteers or other non-paid individuals.

#### **2. POLICY STATEMENT**

The York Catholic District School Board acknowledges that in order for individuals to actively and equitably participate fully in the Catholic learning environment, various accessibility supports may be required throughout their employment life cycle. These include, but are not limited to:

- Informing employees and the public of supports throughout the employment life cycle;
- An accessible recruitment process;
- Accessible formats and/or communication supports;
- Documented individual accommodation plans and, if required, workplace emergency response information and, return to work process; and,
- Taking into account the accessibility needs of employees with disabilities when providing performance management, career development, and redeployment opportunities.

### 3. PARAMETERS

- 3.1 The Board shall provide Accessibility Standards training to employees who participate in recruitment, hiring and employment processes.
- 3.2 The Board shall notify its employees and the public about the availability of accommodations for applicants with disabilities in its recruitment processes.
- 3.3 The Board shall notify applicants, when they are individually selected to participate in the selection process that accommodations are available upon request in relation to the materials or processes to be used.
- 3.4 If a selected applicant requests an accommodation, the Board shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.
- 3.5 The Board shall, when making an offer of employment, notify the successful applicant of its policies for accommodating employees with disabilities.
- 3.6 The Board shall inform its employees, as soon as practical in the case of new employees, of its policies that 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.
- 3.7 The Board shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations.
- 3.8 Where an employee with a disability so requests it, and in consultation with the appropriate Board personnel, the Board shall provide or arrange for the provision of accessible formats and/or communication supports for information that is needed in order to perform the employee's job or for information that is generally available to employees in the workplace.
- 3.9 The Board shall maintain a written process for the development of documented individual accommodation plans for employees with disabilities.
- 3.10 The Board shall provide individualized workplace emergency response information, as part of the accommodation plan, to employees who have a disability and require such emergency response information for their personal safety and well-being.
- 3.11 The Board shall review the individualized workplace emergency response information for every employee who has a disability on an annual basis, or when the employee moves to a different location in the organization, or when the Board revises emergency response practices or procedures.
- 3.12 The Board shall maintain 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.
- 3.13 The Board shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using the Board's performance management process.

- 3.14 The Board shall take into account the accessibility needs of its employees with disabilities as well as individual accommodation plans, when providing career development and advancement information and/or opportunities to its employees.
- 3.15 The Board shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees.

#### **4. RESPONSIBILITIES**

##### **4.1 Director of Education**

- 4.1.1 To oversee compliance of the Accessibility Standards for Employment policy and relevant processes and procedures.

##### **4.2 Senior Administration**

- 4.2.1 To support the implementation and compliance with policies and related guidelines and procedures.
- 4.2.2 To implement components of the *Accessibility for Ontarians with Disabilities Act* in conjunction with associated departments.
- 4.2.3 To complete the required training.
- 4.2.4 To receive and respond to requests for accommodation from individuals and, in consultation with the individual, other Board personnel and the Board's Health & Wellness Coordinator, to determine the most appropriate accommodations.
- 4.2.5 To contact their immediate Supervisor, in addition to the Superintendent of Employee Relations, should they have an employee who requires an accommodation in the workplace.

##### **4.3 Superintendent of Employee Relations**

- 4.3.1 To identify and respond to the Board's training needs related to Accessibility Standards.
- 4.3.2 To monitor the implementation of *Accessibility for Ontarians with Disabilities Act* legislative training.
- 4.3.3 Maintain a central file on all employees who require an accommodation plan and/or an employee workplace emergency response plan.
- 4.3.4 To ensure that the provisions of this policy are incorporated into practices for recruitment, hiring and employment, career development and advancement.

##### **4.4 Board Employees**

- 4.4.1 All Board Employees are responsible for:
  - a) understanding that persons with disabilities may have different needs;
  - b) considering accessibility when making decisions in accordance *with the Accessibility for Ontarians with Disabilities Act*;
  - c) complete the required training;
  - d) forwarding feedback and requests for accommodation from persons with disabilities to their immediate supervisor;
  - e) supporting and complying with requirements under the *Accessibility for Ontarians with Disabilities Act* legislation;
  - f) identifying and reporting any barriers that may prevent a person with a disability from fully accessing services, facilities or opportunities offered in the Board, and;

- g) speaking to their immediate supervisor should they have a disability that requires accommodation and/or the creation of an employee workplace emergency response plan.

## **5. DEFINITIONS**

### **5.1 Accessibility**

Accessibility is defined as a means made available to or easily used by a person with a disability in order to retrieve information and/or services.

### **5.2 Accommodation**

An accommodation is a means or a course of action, through reasonable efforts, of preventing and/or removing barriers that impede individuals with disabilities from participating fully in employment opportunities with the Board.

### **5.3 Barriers to Accessibility**

Barriers to accessibility relates to anything that prevents a person with a disability from fully participating in any aspect of employment with the Board. This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier or a technological barrier.

### **5.4 Career Development and Advancement**

Career development and advancement includes providing additional responsibilities within an employee's current position and/or the movement of an employee from one job or assignment to another that may be higher in pay, provide greater responsibility or be at a higher level, or any combination of these.

### **5.5 Disability**

As defined in the *Access for Ontarians with Disabilities Act, 2005*, Section 2, means:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness;
- b) a condition of mental impairment or development disability;
- c) a learning disability or a dysfunction of one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder, or;
- e) an injury or disability for which benefits were claimed or received under the *Workplace Safety and Insurance Act, 1997*.

### **5.6 Employee**

Any individual employed by the York Catholic District School Board to perform services in exchange for a salary or an hourly wage on a casual, temporary or permanent basis.

### **5.7 Equality**

Ensuring that persons with disabilities have the opportunity to access the same information and services as persons without disabilities.

### **5.8 Performance Management**

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

**5.9 Redeployment**

The reassignment of employees to other jobs or assignments within the organization as an alternative to layoff, when a particular job or assignment has been eliminated by the Board.

**5.10 Senior Administration**

For the purpose of this policy, Senior Administration will include all Superintendents of Education, School Administration, Senior Managers, Managers and Supervisors who have direct supervisory responsibilities for a group of employees.

**6. CROSS REFERENCES**

- YCDSB Policy 411 Workplace Accommodations
- YCDSB Policy 505 Equity and Inclusive Education
- YCDSB Policy 601 Accessibility Standards for Customer Service
- YCDSB Employee Health and Wellness: Disability Support Program*
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- Accessibility Standards for Customer Service, Ontario Regulation 429/07*
- Integrated Accessibility Standard, Ontario Regulation 191/11*
- Ontarians with Disabilities Act, 2001*
- Ontario Human Rights Code*
- Workplace Safety and Insurance Act*

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