



## 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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### 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 facilitate the full integration for those with disabilities as defined by the [Ontario Human Rights Code](#). 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. OBJECTIVE

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:

- 2.1 Informing employees and the public of supports throughout the employment life cycle;
- 2.2 An accessible and transparent recruitment process;
- 2.3 Accessible formats and/or communication supports;
- 2.4 Documented individual accommodation plans and, if required, workplace emergency response information and, return to work process; and,
- 2.5 Taking into account the accessibility needs of employees with disabilities when providing performance management, career development, training 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 and selection 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 in a safe and timely manner.
- 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.
- 3.16 Diversity, Equity and Human Rights
  - 3.16.1 Hiring practices shall promote human rights and equity in order to achieve a diverse and representative workforce.
  - 3.16.2 Policies and practices shall recognize the value of maintaining a workforce that is inclusive and reflective of the communities served and shall advance equity, diversity and inclusion throughout the organization. This will include continuous review and monitoring of each stage of the hiring process to ensure that no stage creates any systemic barriers for candidates of under-represented backgrounds; and
  - 3.16.3 Provide accommodation requested by applicants, based on any protected grounds under the Ontario Human Rights Code, to support their ability to participate fully in the Board's recruitment and selection process.
  - 3.16.4 Preserve our Separate School Rights in accordance with section 19 (1) of the Human Rights Code which states, "This Human Rights Act shall not be construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the Constitution Act, 1867 and the Education Act. R.S.O. 1990, c. H.19, s. 19 (1).

#### **4. RESPONSIBILITIES**

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

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

##### **4.2 Senior Team**

- 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 Employee Health and Safety Services, to determine the most appropriate accommodations.
- 4.2.5 To contact their immediate Supervisor, in addition to the Superintendent of Human Resources and International Education, should they have an employee who requires an accommodation in the workplace.

##### **4.3 Superintendent of Human Resources and International Education**

- 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 (AODA)* legislative training.
- 4.3.3 To maintain a central file of all employees who require an accommodation plan and/or an employee workplace emergency response plan.
- 4.3.4 To ensure that employee requests for accommodation(s) are reviewed in

- accordance with relevant legislation and in collaboration with the Manager of Employee Health the Safety Services.
- 4.3.5 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:
- 4.4.1.1 Understanding that persons with disabilities may have different needs;
  - 4.4.1.2 Considering accessibility when making decisions in accordance *with the Accessibility for Ontarians with Disabilities Act*;
  - 4.4.1.3 Completing the required training;
  - 4.4.1.4 Forwarding feedback and requests for accommodation from persons with disabilities to their immediate supervisor;
  - 4.4.1.5 Supporting and complying with requirements under the *Accessibility for Ontarians with Disabilities Act* legislation;
  - 4.4.1.6 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;
  - 4.4.1.7 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 Team**

For the purpose of this policy, Senior Team 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**

[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](#)

YCDSB [Policy 404 Teacher Recruitment and Selection](#)  
YCDSB [Policy 405A Appointments to Supervisory Officer Positions](#)  
YCDSB [Policy 405B Appointments to Academic Positions of Responsibility](#)  
YCDSB [Policy 405C Appointments to Principal and Vice Principal Positions](#)  
YCDSB [Policy 423 Conflict of Interest for Employees](#)  
YCDSB [Policy 413 Attendance Support Program](#)  
YCDSB [Policy 601 Accessibility Standards for Customer Service](#)  
YCDSB [Policy 610 Cannabis, Electronic Cigarettes, Tobacco – A Smoke-Free Environment](#)  
YCDSB [Policy 613 Equity and Inclusive Education](#)  
YCDSB *Employee Assistance Program*

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