



TOWNSHIP OF SOUTH STORMONT

Title: Employment Accessibility Policy

Policy Category: Human Resources

Effective Date: October 25, 2023

Policy Statement

The Township of South Stormont "the Township" supports employees with disabilities including providing employment related accommodations. The Township is committed to promoting the independence, dignity, integration and equality of opportunity of persons with disabilities by ensuring the accessibility of Township facilities and services. It is essential that accessibility is ingrained in the way the township conducts day to day business, and that it complies with the *Accessibility for Ontarians with Disabilities Act (AODA)*.

Purpose

This policy provides direction on how to accommodate individuals with disabilities throughout the job application process and the employment relationship. The policy and related procedures will facilitate the identification, removal and prevention of barriers to people with disabilities.

Scope

Employment Accessibility applies to all employees and applicants for employment who have a disability requiring accommodation.

Policy

The Township will assist employees with employment related accommodation in accordance with the Human Rights Code.

Upon request, all workplace information and communications will be provided in an accessible format.

Employees requiring accommodation must inform the CAO, Human Resources or the Department Head of the need for accommodation. Employees may be required to provide supporting medical documentation.

The CAO, Human Resources or the Department Head will consult with the employee to determine accommodation needs and develop an individual Accommodation Plan.

The Accommodation Plan may include:

- Documentation of participation in the development of the individualized plan by the employee requesting accommodation,
- Means by which the employee was assessed on an individual basis, and/or
- Any information from an outside medical resource(s) used to determine if the accommodation can be achieved.

Employees can request an associate/representative be involved with them in the process and assist with the accommodation(s).

The employee's personal information will be kept confidential unless the health and safety of the employee or other employees are at risk.

The details of an Accommodation Plan or, if an individual Accommodation Plan is denied, the reasons for the denial, will be provided to the employee in an accessible format.

The Accommodation Plan may be reviewed on an annual basis as part of the performance review.

When deploying an employee with a disability to a new role, the Township will review the Accommodation Plan in relation to the requirements of the new role and make any necessary revisions.

All employees must make the Township aware of the need for accommodation regarding emergency response. Any employee who requires an individualized Emergency Response Plan will be provided with one. The Township will work in collaboration with those responsible for an evacuation to ensure the process is recorded.

Authority and Related Policies

Emergency Response Plan, Health and Safety Policies

Contact

For more information on this policy, contact: Chief Administrative Officer