

Policy Title:	Accessibility Policy – Integrated Regulation: Employment Standards
Category:	Institutional
Approved by:	Institutional Affairs Committee
Date approved:	December 19, 2013
Effective date:	January 1, 2015
Replaces (Policy name &/or date approved):	

1 POLICY

CMCC is committed to ensuring that persons with disabilities have the same opportunity of access to employment opportunities and related services as do all prospective and current employees. In accordance with the guidelines of the Ontario *Human Rights Code, 1992*, and up to the point of undue hardship, CMCC will ensure that each employee or applicant for employment with a disability will be accommodated within the workplace by improving accessibility through:

- the development of recruitment practices that make the public aware that CMCC will provide accommodations for applicants with disability in its recruitment, assessment and selection process.
- the development of processes that ensure that persons with a disability are aware that it is their responsibility to inform the Director Human Resources when seeking accommodation in the workplace, and provide the necessary documentation to support the request. The Director will in turn consider on a case-by-case basis any accommodation requests, and working with the input of the employee, develop an individual accommodation plan. The approved plan will be documented and reviewed at least annually.
- the development of an individual workplace emergency response plan for employees with disabilities, provided the disability is such that individualized information is necessary and CMCC has been made aware of the need for accommodation due to the disability.
- consideration of the accessibility needs of employees with disabilities when administering performance management processes, providing career development and advancement programs and other support services provided
- maintaining accurate records of all information and communication provided to employees and potential employees regarding accessibility policies and practices. Records will be available for inspection as may be required.

2 PURPOSE

Through CMCC’s human resources practices, policies and procedures, this policy is intended to ensure that accessibility is a priority in CMCC’s decision-making processes. It will serve to assist in ensuring that decisions consider accessibility and do not inadvertently create barriers for persons with disabilities.

3 SCOPE

This policy applies to all applicants for employment, prospective and current employees, and all facilities of CMCC.

4 INFORMATION AND COMPLIANCE PLANS

- *Accessibility for Ontarians with Disabilities Act 2005*. Accommodations provided by CMCC are given under provincially legislated requirements to accommodate persons with disabilities.
- *Personal Information Protection and Electronic Documents Act (PIPEDA)*

5 RESPONSIBLE

Executive: Vice President, Administration and Institutional Planning
Lead: Director, Human Resources

6 RELATED POLICIES

Academic Accommodation for Students with Disabilities
Accessibility Commitment Statement
Accessibility Policy – Customer Service for Persons with Disabilities
Accessibility Policy – Integrated Regulation: Information and Communications Standards
Accessibility Standards Compliance Plan
Occupational Health and Safety Statement
Privacy Policy

7 DEFINITIONS AND EXAMPLES

Accessible formats may include, but are not limited to large print, recorded audio and electronic formats, Braille and other formats usable by people with disabilities. There are a number of ways to produce information in a format which can be accessed by people who are not able to access electronic documents. The format used will depend on the type of information required, and most importantly the accessibility requirements of the audience.

Accommodation means the arrangements made or assistance provided so that persons with disabilities can fully participate in the experiences available to persons without disabilities. Accommodation will vary depending on the person's unique needs, and in accordance with the extent to which the individual wishes to participate.

Career development and advancement includes providing additional responsibilities within an employee's current position and/or the transfer 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 thereof.

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

Disability, as defined in the Ontario Human Rights Code Section 10 (1):

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) a condition of mental impairment or a developmental disability;
- c) a learning disability or a dysfunction in 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 insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”).

Employee means every person who provides services to CMCC in return for wages.

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

Persons with disabilities are individuals who have a disability as defined under the Ontario *Human Rights Code*, Section 10 (1).

8 PROCEDURES

Recruitment, assessment and selection process:

- CMCC will ensure that in its recruitment practices the public is made aware that it can provide accommodation for applicants with disabilities in its recruitment, assessment and selection process.
- Employees of CMCC will be made aware that CMCC provides accommodation for applicants with disabilities in its recruitment, assessment and selection process.
- When CMCC selects job applicants for a job selection process, it will make applicants aware that, upon request, they have access to accommodation in relation to materials and processes that will be used for applicant selection and that it will take into account their accessibility needs due to a documented disability.
- When CMCC makes an offer of employment, it will notify the successful applicant of its policy of accommodating employees with disabilities.

Supports for employees:

- CMCC will inform employees of its policy of supporting employees with disabilities and procedures that provide for job accommodations.

- CMCC will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

Accessible formats and communication supports:

- Where an employee with a disability so requests, CMCC will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform his or her job.
- In determining the suitability of an accessible format or communication, CMCC will consult with the employee.

Workplace emergency response information:

- CMCC will provide individualized workplace emergency response information to employees who have a disability provided the disability is such that individualized information is necessary and the organization has been made aware of the need for accommodation due to the disability. CMCC will provide the necessary information as soon as possible after becoming aware of the need for accommodation.
- If an employee who receives individualized workplace emergency response information requires assistance, CMCC will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.
- CMCC will review individualized workplace emergency response information:
 - a) when the employee moves to a different location in the organization
 - b) when the employee's overall accommodations needs or plans are reviewed
 - c) when the organization reviews its general emergency response procedures.

Individual accommodation plans:

- The Division of Human Resources will ensure that the process to be followed for the development of individual accommodation plans developed for employees with disabilities includes:
 - a) the employee providing appropriate documentation to CMCC through the Director of Human Resources. Documentation may include forms as required by the institution, in addition to letters or reports from professionals qualified to assess an individual's disability to support the request.
 - b) how the employee requesting accommodation can participate in the development of the individual accommodation plan
 - c) the means by which the employee is assessed on an individual basis
 - d) how CMCC will request an evaluation by an outside medical or other expert, at CMCC's cost, to assist in determining if accommodation can be achieved and, if so, how it can be achieved

- e) how the employee can request to have a representative of his or her bargaining unit to participate in the development of the accommodation plan
- f) the steps taken to protect the privacy of the employee's personal information
- g) the frequency and process with which the individual accommodation plan will be reviewed and updated
- h) how the reasons for denying an individual accommodation plan will be provided to an employee if accommodation is denied
- i) how CMCC will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to a disability.

CMCC will provide individual accommodation plans that:

- a) include, if requested, any information regarding accessible formats and accommodation supports provided
- b) include, if required, individualized workplace emergency response information
- c) identify any other accommodation to be provided.

Return to work process:

- The Division of Human Resources will develop, put in place and document 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. The process will include:
 - a) an outline of the steps CMCC will take to facilitate the return to work of employees who were absent because their disability required them to be away from work
 - b) the use of documented individual accommodation plans as part of the process
 - c) accessibility awareness training for all staff involved in program or course design, delivery and instruction related to these responsibilities