**P33: AODA – Integrated Accessibility Standards Regulation (IASR) Employment**

**Policy**

I**ntent**

This policy is intended to meet the requirements of the Integrated Accessibility Standards Ontario Regulations for the employment standard under the A*ccessibility for Ontarians with Disabilities Act*, 2005. This policy applies to the provision of accessible employment services for persons with disabilities. For further definitions on disability, please refer to P34.

All employment and volunteer accommodations provided by The Family Place shall follow the principles of dignity, independence, integration and equal opportunity without discrimination under the Human Rights Code. All staff and volunteers are provided with meaningful opportunities that is ethical, fair, and without barriers.

**Recruitment, Assessment and Selection**

During the recruitment process, The Family Place will notify potential applicants about the availability of accommodations. Applicants will be informed that they will need to request accommodations prior to the interview process. Successful applicants will be made aware of The Family Place AODA policies and procedures.

**Duty to Accommodate**

The Family Place will make adjustments or modifications to the work, or the work environment up to the point of undue hardship. The individual is encouraged during the hiring process to inform The Family Place management of any accommodations. Both parties will work together to ensure meaningful employment. If a standing employee requires accommodations, they will be informed of their rights through the AODA policies and procedures.

**Accommodation Plan**

* Identity the challenges for accommodation
* Determine potential barriers, look at the options for accommodations for both parties
* Create a plan
* Implement the plan
* Provide training to employees as needed
* Review and revise

**Communication**

The Family Place staff are committed to communicating to individuals with disabilities in a manner that regards their disabilities. Our staff is trained to offer options in communicating through face-to-face interactions, telephone, electronic communications and written documentation in large print, recorded audio and other formats. If we require more knowledge on a specific communication device, The Family Place will provide the training to the staff. This may include, for instance, captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.

The Family Place website conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA.

**Assistive devices**

The Family Place welcomes individuals with disabilities. If an employee is in need of or uses assistive devices, The Family Place will consult with the employee on the best methods to support the individual.

The Family Place welcomes employees with disabilities and their service animals, guide dogs, and service dogs. Service animals are permitted on parts of our premises that are open to the public. It is the responsibility of the person with the service dog to control the animal at all times. The animal that accompanies the individual must have proof of inoculation against rabies. If a client or employee is allergic to animals, accommodations will be made for those people.

The Family Place welcomes support persons that may accompany an employee with disabilities. The individual may have access to this person at all times. Under the Child Care Early Years Act, all staff, volunteers and students must have a current Police Vulnerable Sector Check; this includes any support persons.

**Workplace Emergency Response Information**

The Family Place will create an individual emergency response plan with the employee. The plan will take into account the physical environment of the workplace, and the unique challenges of the employee. The plan will be reviewed if the physical environment changes, the accommodation changes or the general emergency response plan changes.

**Performance Evaluations**

The Family Place will take into consideration the employee’s accommodations when evaluating the individual’s Performance Evaluations. During the interview process, the employee and Supervisor will discuss any changes to the accommodations.

**Transfers**

Prior to a transfer to the other centre, both Supervisors and the employee will discuss accommodations to ensure that they can be met at the other centre. If new accommodations are required, these will be put into place prior to the employee’s start date.

**Redesign of Job**

In some cases, The Family Place may need to accommodate the employee in another position or in a different shift. The employee and management will discuss the best method of accommodation for the employee. The position or shift may be temporary or permanent depending on the need of the individual.

The Accommodation Plan will be reviewed.

**Return to Work Process**

Employees who have been on short-term or long-term disability will be required to meet with management to discuss the accommodations that may be needed to support the employee during their transition back to work. The steps will be taken similar to the Accommodation Plan.

This policy will be reviewed by staff, supply staff, volunteers and students upon employment and thereafter annually.

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**Revised:**

February 2017