

**OTTAWA-CARLETON LIFESKILLS (OCL)  
ACCESSIBILITY PLAN and COMPLIANCE with the  
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) 2005**

**SUPPORTING POLICY STATEMENT and PROCEDURE # 12**

**SUBJECT: EMPLOYMENT**

OCL recognizes that accommodation requirements for persons with disabilities may be required throughout the recruitment, selection and hiring processes, during employment and upon termination of employment.

OCL will include the requirements under IASR in the following areas:

- a) Assessment of Barriers in Employment
- b) Recruitment
- c) Hiring
- d) Accessible Formats and Communication Supports
- e) Support Information for New Employees
- f) Documented Individualized Accommodation Plans
- g) Performance Assessment, Career Development, Advancement, and Redeployment
- h) Workplace Emergency Response Information

Upon request, this Supporting Policy Statement and Procedure is available in accessible formats and communication supports.

**PROCEDURES**

**Assessment of Barriers in Employment**

- a) OCL will identify, remove and prevent barriers in employment by evaluating existing policies and procedures as well as the overall workplace.
- b) Updated information for any policy and procedure will be provided to all employees whenever there is a change to existing policies related to the provision of job accommodations that take into account an employee's accessibility needs due to their disability.

**Recruitment:**

- a) OCL will promote employment opportunities to all persons on OCL's website and in job advertisements (internal and external). OCL will specify that upon request accommodation is available for job applicants with disabilities.
- b) Human Resources will inform all chosen candidates about the availability of accommodations.
  - when called for an interview
  - during the selection process
  - at the time of a job offer
  - at orientation

- c) It is the responsibility of any job applicant to immediately advise Human Resources that they have a disability for which accommodation is required.
- d) Job applicants for external job postings who have been selected for interviews will be advised that accommodations are available upon request. If a selected applicant requests accommodation, Human Resources will discuss the needs with the applicant and make the necessary arrangements to accommodate wherever possible.
- e) Accommodation may include such things as ensuring that the interview room is wheelchair accessible, extra time is provided to complete the interview, the use of assistive devices or communication supports, etc.

### **Hiring**

- a) Hiring practices shall be free from any discriminatory practice related to any protected grounds and will comply with IASR regulations. Accommodation will be provided up to the point of undue hardship.
- b) When making an offer of employment, Human Resources will notify successful applicants of all related policies and procedures for accommodating employees with disabilities.
- c) Employees will be informed of all policies and procedures used to 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 their disability as soon as possible after employment begins. OCL will update information provided to employees as policies change.

### **Accessible Formats and Communication Supports**

- a) Upon request, accessible formats and communication supports will be discussed with employees with disabilities in order to determine the suitability of such formats and supports related to what is needed in order to perform their jobs, and information that is generally available to others in the workplace.

### **Support Information for New Employees**

- a) Employees will be informed of all policies and procedures used to 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 their disability as soon as possible after employment begins.

### **Documented Individualized Accommodation Plans**

- a) OCL has an established process for developing individual accommodation plans for employees with disabilities as well as a return-to-work process for employees absent due to a disability who require accommodation in order to return to work.
- b) Individual accommodation plans will be established and documented to include:
  - The manner in which the employee can participate in the development of his/her accommodation plan
  - The means by which accommodation is assessed related to the functional abilities to perform the work required

- The manner in which OCL can request an evaluation by an outside medical or other expert, at OCL's expense to determine if accommodation is needed and how it can be achieved
- The manner in which a representative from the union participates in the development of the plan
- The steps taken to protect the employee's personal information
- The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which this will be done. The review will include an assessment of the success of the plan to ensure it has effectively resolved the employee's barriers
- The obligation of the employee to communicate any change in their requirements
- If the accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee and to the union
- The means of providing the plan in an accessible format
- A reasonable time frame to respond to the employee and to put the plan into place
- A commitment from all parties to follow the plan
- An agreement and sign off on the plan by the employee, union (where applicable) and OCL

### **Performance Assessment, Career Development, Advancement, and Redeployment**

- a) OCL will ensure that its procedures take into account the accessibility needs of employees with disabilities and their individual accommodation plans:
  - When assessing their performance
  - In managing their career development and advancement
  - When redeployment applies
- b) The needs of employees with disabilities as well as their accommodation plans will be considered in any redeployment situation in conjunction with Article 14.05 - Disabled Employees' Preference and Article 15 - Lay Offs and Recalls in the CUPE Collective Agreement; or in applicable sections in the Home Share Association Agreement.

### **Workplace Emergency Response Information**

- a) OCL will provide individualized workplace emergency response information to employees who have disclosed a disability.
- b) With the employee's consent, OCL will provide such information to the staff person designated by OCL to provide assistance to the employee in the event of an emergency.
- c) The individualized workplace emergency response information will be reviewed:
  - When the employee moves to a different program location within OCL
  - When the employee's overall accommodations needs or plans are reviewed or changed
  - When OCL reviews its general emergency response policies