

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

INTEGRATED ACCESSIBILITY STANDARDS IN EMPLOYMENT	PROCEDURE
EFFECTIVE: 2012 11 27 / 2018 01 23	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Principal and/or Supervisor is responsible for the identification to Human Resource Services of an employee who is in need of an accommodated emergency response plan.
- 1.2 Human Resource Services will consult with the Principal/Supervisor and the employee to create and provide an accommodated emergency response plan.
- 1.3 Human Resource Services will be responsible for notifying employees and the public about the availability of accommodation and for providing accommodation through the recruitment process.
- 1.4 The Principal/Supervisor is responsible for accommodating employees with disabilities in their ongoing employment with the Board.
- 1.5 Human Resource Services will develop and maintain a written process with respect to the development of individual accommodation plans.
- 1.6 Human Resource Services will be responsible for developing, documenting, maintaining and administering an accommodated return to work process for an employee with a disability.

2.0 Expectations

- 2.1 Where the Board is aware of a need for accommodation due to an employee's disability, when necessary, the Board will provide an individualized emergency response plan. Information regarding an individualized emergency response plan will be provided to another person or persons designated to provide assistance to an employee who requires such a plan as well as the employee's Principal and/or Supervisor.
- 2.2 The Board shall notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process as follows:
 - a) For applicants during recruitment.
 - b) Applicants selected for interview shall be provided accommodation if requested.
 - c) Successful applicants shall be advised of the policy when employment is offered.
- 2.3 The Board shall take into account the disability needs and individual accommodation plans of an employee:
 - a) When managing the employee's performance.
 - b) In providing career development.
 - c) When redeploying the employee to another job or department.

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- 2.4 The Board shall have a written process that documents the development of individual accommodation plans that include the following:
- a) How the employee will participate in developing the plan.
 - b) How the employee is assessed on an individual basis.
 - c) How the employer seeks medical or expert help in developing the plan.
 - d) How the employee can request union or other representation.
 - e) Steps to take to protect the individual's privacy.
 - f) Frequency and manner for reviewing the plan.
 - g) Full disclosure of the reason for which a request for a plan has been denied.
 - h) Provision of the plan in a format suitable for the employee's disability.
- 2.5 Individual accommodation plans shall:
- a) Include information regarding accessible formats and communication, if requested.
 - b) Include individual emergency response information as per item #2.1 above, if required.
 - c) Identify any other accommodation that is to be provided.
- 2.6 The Board shall develop, document and maintain a process where a disability related accommodation is required for an employee to return to work. The process will include an individual accommodation plan as above, and shall outline the steps the Board will take to facilitate the employee's return to work.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.
- 3.2 The Ontario Regulation 191/11, Integrated Accessibility Standards can be viewed at the following link: http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_110191_e.htm

4.0 Definitions

“Accessible formats” may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities

“Communication supports” may include, but are not limited to, captioning, alternative communication supports, plain language, sign language and other supports that facilitate effective communication