

	<b>THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL</b>			
	Subject:	<b>AODA, IASR - Employment Standard</b>	<b>Section L11</b>	<b>Policy #03</b>
	Effective Date:	December 18, 2013	Approved By: C.A.O. General Managers	
	Revision Date:	January, 2017		

## STATEMENT

1. This policy is intended to meet the requirements of the Integrated Accessibility Standards, *Ontario Regulation 191/11* for the Employment Standard set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to the provision of accessible employment services for people with disabilities.
2. All employment services provided by The Corporation of the County of Lambton (The County) shall follow the principles of dignity, independence, integration and equal opportunity.
3. This policy shall apply to every person who deals with members of the public or their agents on behalf of The County whether the person is an employee, agent, volunteer or otherwise.

## DEFINITIONS

"**Accessible Formats**" include but not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

"**Communication Supports**" include but not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

"**Conversion Ready**" is an electronic or digital format that facilitates conversion into an acceptable format.

"**Information**" includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and conveys meaning.

"**Kiosk**" is an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one or more services or products.

"**Mobility Aid**" is a device used to facilitate the transport, in a seated posture, of a person with a disability.

**"Mobility Assistive Device"** a cane, walker or similar aid.

**"Performance Management"** are activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

**"Support Person"** is, in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs, or with access to goods, services or facilities.

## **POLICY**

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. General Requirements
- B. Employment Standards Overview
- C. Recruitment, Assessment and Selection
- D. Accessible Formats and Communication Supports for Employees
- E. Documented Individual Accommodation Plans
- F. Plans and Processes
- G. Return to Work

### **A. General Requirements**

General requirements that apply across all of the three standards, *Information and Communications, Employment and Transportation* are outlined as follows.

#### Establishment of Accessibility Policies and Plans

The County will develop, implement and maintain policies governing how it will achieve accessibility through these requirements. The County is responsible for including a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. This should be achieved through documentation in The County policies and making these documents publicly available, in an accessible format upon request.

The County will establish, implement, maintain and document a multi-year accessibility plan, in consultation with an advisory committee, outlining its strategy to prevent and remove barriers and meet its requirements under the IASR regulation. The County will post its accessibility plans on its website, and provide the plan in an accessible format upon request. It will be reviewed and updated once every five years. Annual status reports will be prepared to report on the progress of steps taken to implement The County's accessibility plan and post this status on its website. If requested, the report shall be created in an accessible format.

## Procuring or Acquiring Goods and Services, or Facilities

The County will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.

## Training Requirements

The County will provide training for its employees and volunteers regarding the IASR and the Ontario *Human Rights Code*. Training will be provided for individuals who are responsible for developing policies, and all other persons who provide goods, services or facilities on behalf of The County.

## Self-Serve Kiosks

The County will incorporate accessibility features when designing, procuring or acquiring self-service kiosks and will always be aware of the accessibility features of self-service kiosks for persons with disabilities.

## **B. Employment Standards Overview**

The Employment Standards regulation will expand Ontario's labour pool by ensuring people with disabilities are welcome and supported within all workplaces. Employment standards will assist organizations with employment recruitment, providing accessible information, plans for emergencies, individual accommodation, return to work, performance management, and career development and redeployment.

## **C. Recruitment, Assessment and Selection**

The County will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and other candidate selection methods. Successful applicants will be notified of policies and supports for accommodating people with disabilities.

## **D. Accessible Formats and Communication Supports for Employees**

If an employee with a disability requests it, The County will provide or arrange for the provision of accessible formats and communication supports for the following:

1. Information needed in order to perform their job; and
2. Information that is generally available to all employees in the workplace.

The County will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

## **E. Documented Individual Accommodation Plans**

The County has written processes for documenting individual accommodation plans for employees with disabilities. It includes:

- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed on an individual basis;
- The ways an employee can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine if accommodation can be achieved, or how it can be achieved;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated determined, and how it should be done;
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

## **F. Plans and Processes**

Performance management, and career development and advancement processes will respect accessibility needs of employees with disabilities. Upon request from an employee, if a disability necessitates it, an individualized emergency response plan will be made.

## **G. Return to Work**

The County has documented Early and Safe Return to Work processes in place for paid employees who are absent from work due to a disability, and require disability-related accommodations in order to return to work.

## **ADMINISTRATION**

If you have any questions or concerns about this policy or its related procedures please contact:

The County of Lambton  
Clerk's Department  
789 Broadway St. P.O. Box 3000  
Wyoming, ON N0N1T0  
519-845-0809

This policy and its related procedures will be reviewed as required in the event of legislative changes.

## REFERENCED DOCUMENTS

- [Accessibility for Ontarians with Disabilities Act, 2005](#)
- [Integrated Accessibility Standards, Ontario Regulation 191/11](#)
- [Ministry of Community and Social Services, Making Ontario Accessible \(Access ON\)](#)
- [Ontario Human Rights Code, 1990](#)

## POLICY HISTORY

REVISION	DATE	PREPARED BY
Policy Created	December 18, 2013	General Manager, Corporate Services
Policy reviewed and the following revisions made: <ul style="list-style-type: none"><li>• Policy template updated and formatted for accessibility compliance.</li></ul>	January, 2017	Human Resources