



EMPLOYMENT POLICY MANUAL

Subject: Integrated Accessibility	Approval Date: June 17, 2013	By-Law No. 1785-13
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3.12 PURPOSE

The following policy has been established by the Municipality of Red Lake (Municipality) to govern the provision of its services in accordance with Regulation 191/11, "Integrated Accessibility Stands" (Regulation) under the *Accessibility for Ontarians with Disabilities Act, 2005*. These standards are developed to break down barriers and increase accessibility for people with disabilities in the areas of information and communications, employment and transportation.

1. ACCESSIBILITY PLAN

The Municipality has developed and will maintain an Integrated Accessibility Plan (Plan) outlining the strategies to prevent and remove barriers from its workplace and to meet its requirements under the Regulation.

The Plan will be reviewed and updated in consultation with persons with disabilities at least once every five years, and will be posted on the Municipality's website. Upon request, the Municipality will provide a copy of the Plan in an accessible format.

In addition, the Municipality will prepare annual status reports on the progress of measures taken to implement the Municipality's strategies outlined in its Plan. The status reports will be posted on the Municipal website and upon request, the Municipality will provide a copy of the status reports in an accessible format.

2. PROCURING OR ACQUIRING GOODS, SERVICES OR FACILITIES

The Municipality will ensure that accessibility criteria and features are incorporated when it procure or acquires goods, services or facilities, except where it is not practicable to do so. Where it is impracticable to incorporate accessibility criteria and features, the Municipality will provide an explanation upon request.

The above will be carried out through the Tender/Request for Proposal/Quotation Process found in the Financial Services and Control Policy.

3. TRAINING EMPLOYEES AND VOLUNTEERS

The Municipality will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities.



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The following will be trained:

- All employees and volunteers;
- All persons who participate in developing the Municipality's policies; and
- All other persons who provide goods, services or facilities on behalf of the Municipality.

The training will be appropriate to the duties of the employees, volunteers and other persons.

Staff will be trained when changes are made to the accessibility policy. New staff will be trained upon commencement of employment.

The Municipality will keep a record of the training it provides.

4. INFORMATION AND COMMUNICATION STANDARDS

4.1 Feedback

The Municipality will ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of accessible formats and communication supports, upon request.

Also see the Accessible Customer Service Policy found in the Employee Policy Manual for additional feedback information.

4.2 Accessible Formats and Communication Supports

Upon request, the Municipality will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability, and at a cost that is no more than the regular cost charged to other persons.

4.3 Accessible Formats and Communication Supports

The Municipality will consult with the person making the request in determining the suitability of an accessible format or communication support.

The Municipality will also notify the public about the availability of accessible formats and communication supports.



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Also see the Accessible Customer Service Policy found in the Employee Policy Manual for additional feedback information.

4.4 Accessible Websites and Web Content

The Municipality will ensure that its internet website, including web content, conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level A except where this is impracticable.

5. EMPLOYMENT STANDARDS

5.1 Recruitment

The Municipal will maintain an accessible recruitment process. This will be done through the Hiring Policy found in the Employee Policy Manual.

5.2 Informing Employees of Supports

The Municipality will inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

5.3 Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, the Municipality will provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees.

In determining the suitability of an accessible format or communication supports, the Municipality will consult with the employee making the request.

5.4 Individualized Workplace Emergency Response Information

The Municipality will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if the Municipality is aware of the need for accommodation due to the employee's disability. Schedule "A" attached



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hereto and forming a part of this policy is an 'Individual Workplace Emergency Response Plan' that is to be completed as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, the Municipality will, with the consent of the employee, provide the individualized workplace emergency response information to the person designated by the Municipality to provide assistance to the employee.

The Municipality will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodation needs or plans are reviewed, and when the Municipality reviews its general emergency plan.

5.5 Documented Individual Accommodation Plans

The Municipality will maintain a written process, through its Reasonable Accommodation Policy, for the development of documented individual accommodation plans for employees with disabilities.

If required, information regarding accessible formats and communication supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

5.6 Return to Work Process

The Municipality will maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability related accommodations in order to return to work.

The return to work process will outline the steps the Municipality will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

The return to work process will be completed through the Municipality's Return to Work Program found in the Employee Policy Manual.



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5.7 Performance Management, Career Development and Advancement

The Municipality will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees.

The above will be carried out through the Performance Evaluation Summary found in the Employee Policy Manual.

Appendix A
INDIVIDUALIZED WORKPLACE EMERGENCY RESPONSE PLAN
(Page 1 of 2)

Name: _____ Date: _____

Position: _____

Department and Location: _____

Managers Name: _____

Restrictions: _____

The purpose of this letter is to inform you that the Municipality is aware of the need for accommodation regarding an individualized emergency response plan. All participants are in agreement that your permanent or temporary health condition can currently be accommodated within your position. Below is your individualized workplace emergency response plan as agreed upon on _____.
(date)

Please describe the individualized emergency response plan below and include details such as a meeting location and name person(s) providing assistance.

This individualized emergency response plan must be reviewed when;

- The employee moves to a different location or starts working on different shift.
- The employee's overall accommodation needs are changed;
- The employee or the department have an issue with the ability to accommodate; or
- It is determined that there is a need for review.

The employee is to report to their supervisor if they experience any changes in their permanent or temporary health condition so that the existing accommodation and the plan could be reassessed and modified as appropriate.

The employee consents that this information can be shared with anyone designated to provide assistance in an emergency.

Appendix A
INDIVIDUALIZED WORKPLACE EMERGENCY RESPONSE PLAN
(Page 2 of 2)

A copy of this plan will be provided to all parties involved.

The signatures below reflect all participants involved in the approval of this accommodation and emergency response plan.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Assistant's Signature (if applicable): _____ Date: _____

Human Resource Manager's Signature: _____ Date: _____