



Human Resources

Policy Title: Individual Accommodation

Policy Number: HR-PER-006

Implemented: October 10, 2018

Revision/Review Date: N/A

Policy Statement

The Township of Georgian Bluffs (Township) is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The Township is committed to accommodating employees and applicants whenever necessary up to the point of undue hardship.

Purpose and Scope

The purpose of this Policy is to state the Township's commitment to the prevention and removal of barriers to people with disabilities, to the accommodation and support of persons with disabilities, and to establish processes by which persons with disabilities may request accommodation.

Accommodation shall be evaluated for employees who have a temporary or permanent disability, or who otherwise need accommodation based on the protected grounds highlighted in the *Ontario Human Rights Code*. Accommodations may be implemented to enable employees to fulfill essential job duties and to enable individuals to equally access recruitment and selection processes.

It is a *requirement* under the Employment Standard of the Accessibility for Ontarians with Disabilities Act (AODA) to have in place a documented Individual Accommodation Plan (IAP) process.

This policy shall apply to all full-time, part-time and contract employees of the Township, including non-union and union employees.

Definitions

N/A

Policy Requirements

Principles

The following principles apply to this policy:

- i. The Township is committed to the fundamental principles of dignity, independence, integration and equal opportunity from the foundation of the AODA. These principles underlie and shape all Township policies, procedures, practices and interaction with all persons employed by, seeking employment with, or conducting business with the Township.
- ii. The Township values the maintenance of a workplace environment that is inclusive and free from discrimination for all employees in accordance with its *Workplace Harassment policy*.
- iii. The right to accommodation is recognized as being an integral component of the right to equality for all persons.
- iv. The Township is committed to ensuring the health and safety of all employees and it is paramount that health and safety policies and requirements are followed. Accommodation may not be approved if it puts at risk the health and safety of any individual.
- v. Under the *Ontario Human Rights Code*, the Township has a responsibility to remove barriers within the workplace and accommodate employees and applicants whenever necessary up to the point of Undue Hardship.
- vi. Accommodations will ensure that the dignity and confidentiality of the employee is respected.
- vii. Accommodations made will be individualized, inclusive, and will be developed through the partnership of all involved. There may be preferences as to the ideal accommodation; however; the selected accommodation will represent the most appropriate and reasonable solution.

Confidentiality

Individuals must be accommodated in ways that respect their dignity, worth, and right to privacy in the workplace. All information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of meeting accommodation requirements. The Township will comply with all privacy, confidentiality and security requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.

Procedures

Accommodation Process

The Human Resources (HR) Manager works with the employee and supervisor through all the steps of the process. When an employee with a disability requests an accommodation, the following process will be followed:

Step 1: Recognize the need for Accommodation

- The need for accommodation can be: requested by the employee through their supervisor or through HR; or

- Identified by the employee's manager.

Step 2: Gather Relevant Information and Assess Needs

- The employee is an active participant in this step;
- The Township does not require details on the nature of the employee's disability to provide an accommodation; it needs to know only about the employee's functional abilities.
- The supervisor may ask for a functional abilities assessment at the Township's expense.
- The employee and supervisor evaluate potential options to find the most appropriate measures.
- An external expert may be involved, at the Township's expense.
- The employee can request the participation of a representative from their union, if applicable.

Step 3: Write a Formal, Individual Accommodation Plan

- Once the most appropriate accommodation has been identified, the accommodation details are written down in a formal plan, including:
 - Accessible formats and communication supports, if requested;
 - Workplace emergency response information, if required;
 - Any other accommodation that is to be provided.
 - The accommodation plan is provided to the employee in a format that takes into account the accessibility needs due to the disability.
 - The employee's personal information is protected at all time.
- If an individual accommodation is denied, the supervisor provides the employee with the reason for the denial, in an accessible form (if required).

Step 4: Implement, Monitor, and Review the Accommodation Plan

- The employee and supervisor monitor the accommodation to ensure that it has effectively resolved the challenge.
- Formal reviews are conducted at a predetermined frequency.
- The accommodation plan is reviewed if the employee's work location or position changes.
- The accommodation is reviewed if the nature of the employee's disability changes.

If the accommodation is no longer appropriate, the employee and the supervisor work together to gather relevant information and reassess the employee's needs, in order to assist the Township in finding the best accommodation measure (Step 2) up to the point of undue hardship.

Monitoring and Review

This policy shall be reviewed every three (3) years by the HR Manager and the CAO. Any minor revisions required prior to the review date will be completed by the HR Manager and CAO.

Associated Forms

- HR-PER-006(FORM) – Individual Accommodation Plan

Original Issued:

Revision No:

Date: