



ST. JOSEPH'S CARE GROUP

Accessibility in Employment

PROCEDURE

Number: **AD 1-150**

Manual: Global Administrative Manual

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Cross References: AD 1-160, HR 7-10, HR 7-30

GENERAL

St. Joseph's Care Group (SJCG) is committed to the prevention and removal of barriers to persons with disabilities, to the accommodation of persons with disabilities, and to the establish processes by which persons with disabilities can request accommodation. SJCG is committed to the timely meeting of accessibility needs of persons with disabilities relating to the provision of employment-related services including recruitment and selection, performance management, career development and advancement, and redeployment.

DEFINITIONS

This procedure applies to employees and prospective employees and does not apply to volunteers and/or other non-paid individuals.

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

Career Development and Advancement: additional responsibilities provided within and employee's current position and the movement of an employee from one job to another that may provide higher pay, greater responsibility, or be at a higher level, or a combination of these. Additional responsibilities and employee movement is usually based on merit or seniority or a combination of these.

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Redeployment: reassignment of employee(s) to other division, department, job, or position as an alternative to layoff when a position(s) has been eliminated.

Information: data, facts, and knowledge in any format that conveys meaning including text, audio, digital, or images.

Communications: interactions between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible Formats: options including but not limited to large print, screen readers, Braille, audio format, or captioning.

PROCEDURE

1.0 Responsibility

- 1.1 Managerial and supervisory staff responsible for hiring and selecting employees and/or supervising the work of employees of SJCG will ensure that the provisions in this procedure are implemented and adhered to.
- 1.2 Human Resources will ensure that the provisions of this procedure are incorporated in its practices.
- 1.3 The employee requesting an accommodation and his or her manager are responsible for working together cooperatively with the goal of finding a reasonable accommodation and developing an accommodation plan.

2.0 Recruitment and Selection

- 2.1 During the recruitment process, SJCG shall notify job applicants and the public about its commitment to accommodate those with disabilities, and shall advise those selected for an interview that accommodation is available upon request. If a selected applicant requests an accommodation, SJCG shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

2.2 Successful applicants shall be notified of SJCG's policies regarding accommodating employees with disabilities as soon as it is practicable after their employment begins. Policy changes are communicated to all SJCG employees through the Corporate intranet.

3.0 Supports for Employees

3.1 SJCG will inform employees of SJCG's policy of supporting employees with disabilities and procedures that provide for job accommodations.

3.2 SJCG will make this information available as soon as practicable to new employees and will provide updated information.

4.0 Accessible Formats and Communication Supports

4.1 SJCG will consult with the requesting employee with a disability to determine the suitability and provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform the essential duties and responsibilities of the employee's job.

5.0 Performance Management

5.1 In administering performance appraisal processes in respect of employees with disabilities, SJCG will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

6.0 Career Development

6.1 Where SJCG provides career development and advancement to its employees, it will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

7.0 Redeployment

7.1 SJCG will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during redeployment.

LEGAL FRAMEWORK

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
Integrated Accessibility Standards, Ontario Regulation 191/11
Ontario Human Rights Code
Workplace Safety and Insurance Act