

**Schedule "A" to By-Law 2025-13
Corporation of the Town of Englehart**

**Policy
Accessible Employment**

Authority:

Accessibility for Ontarians with Disabilities Act, 2005
Integrated Accessibility Standards Ontario Regulation 191/11
Ontario Human Rights Code

Approved by:

Council

Date Approved:

April 23, 2025

Amended/Revised:

1. Purpose

The purpose of this policy is to provide equal employment opportunities to all individuals, including those with disabilities, in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and Integrated Accessibility Standards, Ontario Regulation 191/11.

This policy aims to ensure that employees and job applicants are treated with dignity and respect and that accommodations are provided as needed to enable full participation in employment pursuant to the Ontario Human Rights Code.

2. Scope

This policy applies to all paid employees, job applicants, members of council and contractors working within the Town of Englehart, including but not limited to recruitment, hiring, training, compensation, benefits, and performance management processes.

3. Policy & Procedures

3.1 Recruitment and Hiring

Inclusive Job Postings: All job postings will include a statement offering accommodations for applicants with disabilities during the recruitment process.

Accessible Recruitment Processes: When requested, accommodations will be provided to applicants with disabilities throughout the recruitment, interview, and selection process. This may include providing interview questions in an accessible format or arranging for assistance with assessments.

Accessible Communication: Job postings and information about the recruitment process will be made available in accessible formats upon request.

3.2 Workplace Information

All workplace information will be provided in an accessible format, if requested by an employee who has a disability. This includes but is not limited to the following:

- Any information the employee needs to perform the job duties. Including but not limited to job descriptions, training, and manuals.
- General information that is available to all employees at work. Including but not limited to memos, communications, and postings.
- Individual workplace emergency response information

3.3. Workplace Accommodations

Applicant Accommodation Requests: Applicants who require accommodation due to disability should inform the hiring manager. All requests for accommodation will be reviewed on a case-by-case basis to determine appropriate solutions

Employee Accommodation Requests: Employees who require accommodation due to a disability should inform their supervisor. All requests for accommodation will be reviewed on a case-by-case basis to determine appropriate solutions with participation of the employee in the development of the accommodation plan.

Types of Accommodations: Accommodations may include, but are not limited to, changes to the physical work environment, adjusted work schedules, assistive technologies, modified job duties, or providing a support person during meetings.

Confidentiality: The Municipality will maintain the confidentiality of any disability-related information provided by employees or applicants, sharing only necessary information on a need-to-know basis.

3.4 Return to Work

The Town of Englehart is committed to supporting employees who are returning to work following a disability-related absence. We will provide a supportive and individualized return-to-work plan, ensuring a safe and effective transition back into the workplace.

Return-to-Work Process:

Employees returning to work after a disability-related absence should inform their supervisor and Chief Administrative Officer (CAO) of their intent to return. The CAO will work with the employee, the employee's healthcare provider (with consent), and the employee's supervisor to create a return-to-work plan.

Return-to-Work Plan:

The return-to-work plan will be tailored to meet the specific needs of the employee, which may include:

- Modified duties or responsibilities

- Adjusted work hours or schedules
- Temporary accommodations or assistive devices
- A phased return to full-time work

Ongoing Communication and Support:

Regular communication will take place throughout the employee's return-to-work process to monitor progress and ensure that the accommodations provided are effective. Employees will be encouraged to share any concerns they may have during this transition period.

Confidentiality:

All health-related information shared during the return-to-work process will be kept confidential and only shared with individuals on a need-to-know basis, in accordance with privacy laws and regulations.

Safety and Well-Being:

The Municipality will prioritize the health, safety, and well-being of the employee as they return to work. If any barriers to a successful return are identified appropriate steps will be taken to address them.

Support for Long-Term Absences:

For employees who have been absent for extended periods due to disability, the Municipality may engage in an extended return-to-work process. This may include additional consultations with medical professionals, modifications to job tasks, and assistance with rehabilitation services or workplace retraining, if needed.

3.5 Training and Development

Ongoing Training: All employees, including management, will receive training on accessibility and the Municipality's policies and practices in the workplace. This training will be updated regularly to ensure ongoing compliance with accessibility legislation.

Career Development and Advancement: Employees with disabilities will have equal access to career development opportunities. Reasonable accommodations will be provided to support employees in accessing training, conferences, or opportunities for advancement.

3.6 Performance Management and Employee Well-Being

Fair Performance Appraisal: Employees with disabilities will be assessed based on their job performance, with accommodations considered to support equal opportunity. Any performance issues related to a disability will be handled

respectfully and with consideration for appropriate accommodations.

Employee Well-Being: The Municipality will provide ongoing support and ensure that employees with disabilities are able to maintain their health, safety, and well-being in the workplace. Employees are encouraged to inform their supervisors of any challenges they are facing that may require further accommodations.

3.7 Communication and Feedback

Accessible Communication: All communication methods used by the Municipality will be available in accessible formats upon request, including emails, documents, and meeting materials.

Feedback Mechanism: Employees are encouraged to provide feedback on the accessibility of the workplace and any potential barriers they encounter. This feedback can be provided through the CAO's office.

Resolution of Complaints: Any concerns regarding accessibility or accommodations should be directed to the CAO or the designated accessibility representative. The Municipality is committed to investigating and addressing complaints in a fair, timely, and respectful manner.

4. Compliance and Accountability

The Town of Englehart will:

- Regularly review and update this policy no less than every three years to ensure ongoing compliance with accessibility legislation.
- Ensure that all employees are aware of their rights and responsibilities under this policy.
- Monitor the effectiveness of accessibility initiatives and make improvements as needed.
- Provide training to employees related to accessibility.