

**The Corporation Of The City Of Quinte West
By-Law Number 21-091**

Being A By-Law To Adopt An Accessible Employment Policy for the City of Quinte West.

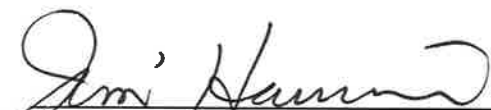
Whereas Ontario Regulation 191/11 conveys that every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements in accordance with the Integrated Accessibility Standards;

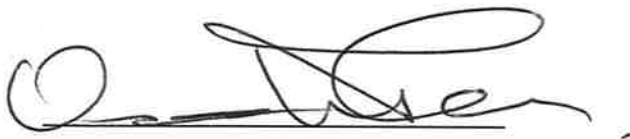
And Whereas it is deemed necessary and appropriate to establish an Accessible Employment Policy for the City of Quinte West;

Now Therefore The Council Of The Corporation Of The City Of Quinte West Hereby Enacts As Follows:

1. That this By-law shall be entitled the “**Accessible Employment Policy (2021) By-law**”.
2. That the Accessible Employment Policy, attached hereto, is hereby adopted for the City of Quinte West.
3. The Accessible Employment Policy as set out in Schedule “A” may be amended from time to time by resolution of Council in its sole discretion.
4. That the previous Accessible Employment Policy is hereby repealed.
5. This By-law shall take effect upon the final date of passing.

Read A First, Second And A Third Time And Finally Passed This 9th Day Of August, 2021.


Jim Harrison, Mayor


Virginia LaTour, Acting City Clerk



A Natural Attraction

City of Quinte West

Accessible Employment Policy

(Revised 2021)

Purpose

The City of Quinte West is committed and guided by the core principles of **dignity, equal opportunity, integration and independence** thus supporting the full inclusions of persons as set out in the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act, 2005.

This policy is intended to meet the requirements of Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005.

The Employment Standard builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. The City of Quinte West shall use every reasonable effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

Scope

This policy applies to paid employees. This includes, but is not limited to, Members of Council, full time, part time, and seasonal employees. This policy shall include;

- Recruitment, assessment and selection
- Informing employees of supports
- Accessible formats and communication supports for employees
- Workplace emergency response information
- Documented individual accommodation plans
- Return to work process
- Performance management, career development and redeployment

Definitions

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

Communication Supports: may include but not limited to; captioning, alternative and augmentative communication supports, plain language, sign language and supports that facilitate effective communications.

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

Large Organization: an organization with fifty (50) or more employees in Ontario.

Career Development and Advancement – providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them. Both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of both.

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

Redeployment – the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

Support Person – 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.

Procedures

Recruitment, Assessment and Selection

The City of Quinte West shall notify employees and the public about availability of accommodations for job applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process.
- If a selected applicant requests an accommodation, the Municipality shall consult with the applicant and provide and arrange for provision of suitable accommodations in a manner that takes into account the applicant's accessibility needs due to disability.
- Notify successful applicants of the policies for accommodating employees with disabilities.

Informing Employees of Supports

The municipality shall inform employees of its policies used to support its' employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability:

- Provide the information required to new employees as soon as practicable after they begin their employment.
- Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

Accessible Formats and Communication Supports for Employees

In addition and where an employee with a disability requests it, the Municipality will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- Information that is needed in order to perform the employee's job,
- Information that is greatly available to employees in the workplace, and
- Consult with the employee making the request in determining the suitability of an accessible format or communication support.

Workplace Emergency Response Information

The City of Quinte West shall provide individualized workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary and the Municipality is aware of the need for accommodation due to the employee's disability;
- If an employee who receives an "individual workplace emergency response information form" requires assistance; with the employee's consent, we shall provide the workplace emergency information to the person designated by the Municipality to provide assistance to the employee;
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability;
- Review the information when the employee moves to a different location in the organization, when overall accommodation needs or plans are reviewed and when the Municipality reviews its general emergency response policies.

Documented Individual Accommodation Plans

The Municipality will develop a documented individual accommodation plan for each employee with a disability on an as required basis. The process may include:

- The participation of the employee with the accommodation in the development of the plan;
- The means by which the employee is assessed on an individual basis;
- Identification of the accommodation to be provided;
- Timelines for the provision of the accommodations;
- The ways an employee can request an evaluation by an outside medical expert, or other experts (at the employer's request) to determine if accommodation can be achieved, or how it can be achieved;
- The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent; in the development of the accommodation plan;
- The frequency with which the individual accommodation plan should be reviewed or updated, and how it should be done;

- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs;
- The steps taken to protect the privacy of the employee's personal information;
- If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.

Return to Work Process

The City of Quinte West shall develop and have a return to work process in place for employees who are absent from work due to a disability and require disability-related accommodations, in order to return to work. The Municipality will document these processes.

The return to work process shall include an outline of the steps the Municipality will take to facilitate the employee's return to work and use documented individual accommodation plans.

Performance Management, Career Development, Redeployment and Advancement

The City of Quinte West will take into account the accessibility needs of employees with disabilities and/or individual accommodation plans when;

- Using performance management processes;
- Providing career development and advancement information;
- Using redeployment procedures.

Summary

In all cases this policy will remain in place unless specific items are otherwise addressed through new policies, while remaining compliant with the AODA.

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

City Clerk
City of Quinte West

613.392.2841 Ext. 4490

613.965.6849 TTY

613.392.7151 Fax

Accessibility - Quinte West

www.quintewest.ca

References

- 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
- City of Quinte West Return to Work Standard H-S-28