

# **ADDENDUM TO THE TOWNSHIP OF GEORGIAN BAY ACCESSIBILITY PLAN POLICY # 4-EMPLOYMENT STANDARDS**

## **Employment Standards Recruitment**

The Township of Georgian Bay shall post information about the availability of accommodations for applicants with disabilities in its recruitment advertisement. Job applicants who are individually selected for an interview and/or testing shall be notified that accommodations for material to be used in the process are available, upon request. The Township shall consult with any applicant who requests an accommodation in a manner that takes into account the applicant's disability. Successful applicants shall be notified about the Township's policies for accommodating employees with disabilities as part of their offer of employment.

## **Employee Supports**

The Township will inform employees of the 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. The Township will provide this information to new employees as soon as practicable after they begin their employment and provide updated information to all employees 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 disability.

## **Accessible Formats and Communication Supports for Employee**

Upon an employee's request, the Township shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- a. information that is needed in order to perform the employee's job; and
- b. information that is generally available to employees in the workplace.

The Township will consult with the employee making the request in determining the suitability of an accessible format or communication support. [See Accessible Communications Procedures- Policy #3].

## **Workplace Emergency Response Information**

If an employee's disability is such that workplace emergency response information is necessary and the Township is aware of the need for accommodation, this information shall be provided to employees. In addition, this information shall be provided, with the employee's consent, to the person designated to provide assistance. The information shall undergo review when the employee moves to a different location, when the employee's overall accommodation needs or plans are reviewed and when the Township reviews its general emergency response plan.

## **Documented Individual Accommodation Plans**

A written process for the development and maintenance of documented individual accommodation plans shall be developed for employees with disabilities. If requested, these plans shall include information regarding accessible formats and communications supports. If requested, the plans shall include individualized workplace emergency response information.

## **Return to Work Process**

The Township shall have in place a documented return to work process for employees returning to work due to disability and requiring disability-related accommodations. This return to work process shall outline the steps that the Township shall take to facilitate the return to work.

## **Performance Management and Career Development and Redeployment**

The Township shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans when providing career development, performance management and when considering redeployment.

Attachments to Policy #4

Appendix B-Sample employment Emergency Information worksheet

Appendix C- Sample employee Emergency Response Information Template