



# The Corporation of the Town of Tecumseh

## Policy Manual

**Policy Number:** 81

**Effective Date:** October 8, 2013

**Supersedes:** N/A

**Approval:** TAAC September 30, 2013 (TAAC - 07/13)  
Adopted by Council October 8, 2013 (RCM 330/13)

**Subject:** **Employment Practices: Recruitment, Retention, Notification, etc.**

### **Purpose:**

- 1.0 To outline how the Corporation of the Town of Tecumseh (the Corporation) will make employment practices and its workplace more accessible to potential and existing employees with disabilities.
- 2.0 The Corporation recognizes that individuals with disabilities are valuable contributors to the organization. The Corporation is committed to hiring a diverse workforce as well as eliminating barriers in hiring people with disabilities and special needs. Accommodations shall be in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). The Corporation shall offer equivalencies in its job qualifications, recruitment practices and workplace accommodations in accordance with legislated requirements.

### **Definitions:**

- 3.0 Career Development and Advancement means the provision of additional responsibility within an employee's current position or movement from one job to another within the organization that may be higher in pay, provide greater responsibility, or be at a higher level in the organization.
- 4.0 Corporation means the Corporation of the Town of Tecumseh
- 5.0 Disability means:
  - 5.1 Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting

the generality of the foregoing, includes diabetic mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.

- 5.2 A condition of mental impairment or a developmental disability.
  - 5.3 A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
  - 5.4 A mental disorder, or
  - 5.5 An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.
- 6.0 Employee is any person who supplies services to the Corporation for wages including any union or non-union, regular or temporary, full-time, part-time, seasonal or monthly staff member, including but not limited to permanent staff, temporary staff, students, recreation staff, contract employees, and paid work placements.
- 7.0 Individual Accommodation Plan include any information regarding accessible formats and communications supports provided; if required, include individualized workplace emergency response information; and identify any other accommodation that is to be provided.

### **Scope:**

- 8.0 This policy applies to all Corporation employees regardless of employment status.
- 9.0 This policy applies to individuals, inclusive of, but not limited to, non-paid work placements, volunteers and employment applicants.

### **Procedure:**

#### **Employee Notification, Recruitment and Retention**

- 10.0 Notify employees and the public about availability of accommodation for applicants with disabilities in the recruitment processes.
- 11.0 Notify successful applicants of policies accommodating employees with disabilities, when making offers of employment.

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- 12.0 Inform employees of policies to support employees with disabilities.
  - 13.0 Notify job applicants that accommodations are available in relation to the materials or processes used during the recruitment process, upon request.
  - 14.0 If a selected applicant requests an accommodation, the Corporation shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability
  - 15.0 The Corporation shall inform its 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 disability:
    - 15.1 As required to new employees as soon as practicable after they begin their employment;
    - 15.2 Whenever there is a change in policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

### **Accessible Formats**

- 16.0 Provide or arrange for accessible formats and communication supports for information needed to perform job duties and information generally available to employees in the workplace, upon request.
- 17.0 In addition and where an employee with a disability requests it, the Corporation will 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;
  - b) Information that is generally available to employees in the workplace; and
  - c) Consult with the employee making the request in determining the suitability of an accessible format or communication support.

### **Workplace Emergency Response**

- 18.0 Provide individual workplace emergency response information to employees who have a disability, as required. Provide this information, with the employee's consent, to the person designated to provide assistance. Review this information when the employee moves to a different location, when the employee's overall accommodations needs or plans are reviewed and when the City reviews its general emergency response plans.

## **Individual Accommodation Plans**

- 19.0 Develop and implement a written process for documentation of individual accommodation plans for employees with disabilities.
- 20.0 Consider accessibility needs of employees with disabilities and individual accommodation plans during the performance management process and when providing career development and advancement.

## **Return to Work**

- 21.0 Develop and have in place a return to work process for employees who have been absent due to a disability and require disability-related accommodations in order to return to work.