

RURAL MUNICIPALITY OF STUARTBURN

Accessible Employment Policy

April 12th, 2022 – Res # 114-2022
Amended:

This document is available in a variety of accessible formats upon request such as digital, hardcopy, and large print. To make a request, contact the Accessibility Coordinator.

Rural Municipality of Stuartburn

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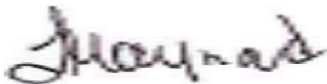
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April 12, 2022

CAO Signature

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Date

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Introduction

We are committed to complying with the Accessibility Standard for Employment under The Accessibility for Manitobans Act. Our policies, practices and measures reflect principles of dignity, independence, integration and equal opportunity for people with disabilities.

We aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees.

The following policy statements, organizational practices and measures are intended to meet the requirements of Manitoba's Accessibility Standard for Employment.

This policy applies to management, human resource practitioners and employees specific roles that are specific to our organization.

Pre-employment Accessibility Requirements

1. Remove barriers to recruitment and selection

Policy Statement:

During recruitment, we inform potential applicants that reasonable accommodations are available during the selection process, and we respond to requests for accommodations.

Practices and Measures:

1. When making interview arrangements in writing or verbally, we inform applicants that reasonable accommodations are available during the assessment and selection processes.
2. When an applicant has made a request for an accommodation during the selection process, we consult with the applicant to determine the appropriate accommodation and put the appropriate accommodation in place during the assessment or selection process.

2. Mention workplace accommodations when offering employment

Policy Statement:

When hiring, we inform selected applicants of our measures, policies and practices for accommodating employees with disabilities.

Practices and Measures:

1. We include information about workplace accommodations in our letter of offer to new employees
 2. We include information about workplace accommodations in our new employee orientation materials.
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Employment Accessibility Requirements

1. Inform employees about accommodation policies and practices

Policy Statement:

We keep employees informed about our accommodation measures, policies and practices for employees with disabilities. We also provide updates to employees when this information changes.

Practices and Measures:

We provide information to employees about our policies for employees with disabilities and any updates in multiple ways such as: public website, social media, newsletters, staff emails, handouts, brochures, in person, by phone, during staff meetings

2. Communicate in a way that meets employees' needs

Policy Statement:

We aim to meet the communication needs of our employees by providing workplace information and communications in ways that are easy to access for everyone.

If requested by an employee with a temporary or permanent disability, we:

- Consult with the employee to identify the accessible formats, or communication supports needed when providing information to the employee
- Ensure that identified accessible formats or communication supports are continually used when providing information to the employee.

Practices and Measures:

- To meet an employees' communication needs, we ask the employee what accessible format or communication support is most appropriate for them
- We provide information to employees in multiple ways to meet everyone's needs, including handing out brochures or posters, sending out emails, texting or calling employees directly.

3. Provide individualized accommodation plans

Policy Statement:

Our policy is to provide reasonable accommodations by developing and documenting individualized accommodation plans for employees with disabilities who request them.

Practices and Measures:

The individualized accommodation plan includes:

- Accessible formats and communication supports, if requested
- Workplace emergence response information, if requested
- Details of how and when any other accommodations will be provided
- When the plan will be reviewed

Our employees will participate and cooperate in the accommodation process by:

- Providing related information and taking part in assessments, if requested by the employee
- Complying with the individualized accommodation plan
- Offering ongoing feedback related to modifications, including whether the accommodation is no longer required

Supervisors will review the accommodation plan on the 3 month anniversary date and in combination with the annual employee reviews.

Supervisors will also review an employee's individualized accommodation plan, and update if required, when:

- The employee's workspace is modified or relocated
- The employee's responsibilities have changed
- Other workplace changes have occurred that affect the accommodation
- The employee has made a request to review and update the accommodation plan

4. Manage performance

Policy Statement:

We ensure our performance management process takes into account:

- That an employee may be temporarily or permanently disabled by one or more barriers in the workplace
- An employee's individualized accommodation plan
- That the accommodations provided for an employee may not fully address a workplace barrier

Practices and Measures:

We meet with staff 3 months into employment and once annually to discuss progress, new goals and any new challenges. Existing or newly required workplace accommodations are discussed, including individualized accommodation plans and any assistance required during emergencies.

We speak with employees when they do not follow company policy or meet expectations, and offer a spoken and written warning of consequences, including disciplinary action.

We discuss existing workplace accommodations and propose modifications or new workplace accommodations if we believe this could help improve the performance of an employee with a disability.

Prior to imposing disciplinary measures, we consider whether there is a connection between concerns about job performance and workplace barriers.

5. Put return to work processes in place

Policy Statement:

Our return to work policy reflects our commitment to providing a safe and healthy working environment for employees who are, or have been, absent from work due to a disability or health condition, and require reasonable accommodations to return to work.

Our return to work policy ensures reasonable accommodations for employees who are at work or absent due to a disability or health condition. We will make efforts to modify employees' duties and

work schedule based on their functional abilities. Our aim is to increase duties safely to help employees reach their full potential.

Practices and Measures:

We keep in touch with absent employees and the Workers Compensation Board of Manitoba (WCB) (where involved) throughout the employees' recovery to help them maintain a connection with their workplace and to show they are valued.

We offer meaningful and productive modified or alternate duties that are safe and within the employee's functional abilities.

We are flexible and tailor the return to work plan to the employee's needs.

We ensure supervisors and co-workers support employees who have been absent due to a disability and participate in the return to work process.

We educate staff on why returning to work is good for business and outline the expectations for supporting an employee in a modified role.

6. Provide workplace emergency response information

Policy Statement:

We notify all employees of steps to be taken during emergencies, to ensure the safety of employees who are temporarily or permanently disabled. We ensure workplace emergency response information is specific to each employee's needs and the physical nature of the employee's workspace.

Once we learn an employee requires assistance during a workplace emergency, we offer the employee individual workplace emergency response information as soon as possible.

We review the workplace emergency response information provided to an employee each time:

- the employee is moved to a different workspace
- the employee's workspace is modified
- we review our general emergency response plans and make changes that would affect the employee's response to an emergency in the workplace.

If an employee who receives workplace emergency response information requires the assistance of another person during an emergency, we obtain consent from the employee on who will assist, and we inform that person how to assist.

Practices and Measures:

We annually send a memo to all employees to inquire whether they need assistance during an emergency and to remind them of the office or building's emergency plan.

We regularly discuss general accessibility and identify barriers during Workplace Safety and Health meetings.

7. Maintain privacy

Policy Statement:

We protect the privacy and confidentiality of employee's personal information and personal health information. We only collect, use and disclose information as required for the purposes of the Accessibility Standard for Employment, unless otherwise agreed to by the employee.

We also follow the requirements of other privacy legislation, including The Freedom of Information and Protection of Privacy Act (Manitoba) and The Personal Health Information Act (Manitoba).

Practices and Measures:

We follow proper protocol when storing confidential employee information.

We protect our employees' personal information and personal health information at all times by taking the following steps (forms are in filing cabinet in the vault and access to the vault is limited to only office staff).

8. Provide training

Policy Statement:

We provide training on how to accommodate employees with a disability to staff with the following responsibilities:

- recruiting, selecting or training employees
- supervising, managing or coordinating the work of employees
- promoting, redeploying or terminating employees
- developing and implementing employment policies and practices

Training Content includes:

- how to make employment opportunities accessible to people with disabilities
- how to interact and communicate with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal
- our organization's accessible employment policies, practices and measures, including updates or changes

Practices and Measures:

We train new employees and management as soon as reasonably possible, and no later than one month after hiring.

We provide refresher training regularly, including informing staff about updates to policies, practices and measures. Training is offered every year, and as needed following updates.

The Accessibility Coordinator maintains records of who has taken training and when.

9. Keep a written record of accessibility and training policies

Policy Statement:

We keep a written record of our accessibility and training policies. Our written documents include a summary of the content of our training material and a list of dates when training is offered.

Practices and Measures:

We provide our policies within a reasonable timeframe, and in a format that meets the needs of individuals with a disability.