ADM 01-04, Employment under the AODA

**PURPOSE**

Nipigon District Memorial Hospital (NDMH) provides accessible employment in accordance with the *Accessibility for Ontarians with Disabilities Act*, 2005 (AODA) and its associated regulations. This policy sets out the Hospital’s commitment to standards for accessible employment. It does not apply to volunteers or other individuals who are not paid.

**SCOPE**

For the purpose of this policy includes staff, professional staff, contract employees and to any person working on behalf of the Hospital who request an employment accommodation.

**DEFINITIONS**

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| accessible formats -  | includes but not limited to large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities. |
| communication supports -  | includes but not limited to captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication. |
| redeployment -  | the reassignment of an employee to another department or job in the Hospital as an alternative to layoff when their job or department has been eliminated. |

**PROCEDURE**

Hiring

Accommodations are available from the beginning of the recruitment process. Information regarding the availability of accommodations is included in all job postings. Applicants selected to participate in the selection process are informed that accommodations are available upon request. When an accommodation is requested, the Hospital consults with the applicant and provides or arranges for suitable accommodation that meets their individual needs. Successful applicants are made aware of the Hospital’s policies for accommodating employees with disabilities when an offer of employment is made.

Accessible Workplace Information

NDMH ensures that new employees are aware of the policies and supports available for employees with disabilities as soon as reasonably possible after beginning employment and all employees are informed of any updates to existing policies. Upon request, the Hospital provides or arranges for the provision of accessible formats and communication supports for employees with disabilities regarding information needed to perform their job and other information that is generally available to all employees in the workplace. Individualized workplace emergency response information is also provided to an employee with a disability where necessary. A n employee who requires workplace information in an accessible format or with communication supports should contact their Manager. The Hospital will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

Individual Accommodations

The Hospital creates and documents individual accommodation plans for employees with disabilities upon request. An employee with a disability who requires an individual accommodation plan should inform their Manager. These plans include:

* information regarding accessible formats and communication supports, where requested
* individualized workplace emergency response information, where necessary
* details of any other accommodation provided

Where an employee is absent from work due to a disability and requires accommodations to return to work, the Hospital will develop and document individual return to work processes.

Performance Management and Career Development

The availability needs of employees are considered in all aspects of the employment relationship, including during performance management processes, career development or advancement opportunities, and in the event of redeployment. Individual accommodation plans are consulted, where they exist, as part of this process.

REFERENCE: HRdownloads, Accessible Employment Policy (Ontario)