

#1580939

Accessible Employment Standard Regulation

Manitoba's Accessible Employment Standard, which came into force as a Regulation on April 5, 2019 assists in the identification, removal, and prevention of employment related barriers, such as recruitment procedures that are difficult to participate in, and inaccessible work environments. The St. James-Assiniboia School Division is committed to complying with the Accessibility Standard for Employment under The Accessibility for Manitobans Act and aims to remove hurdles associated with recruiting, hiring, and retaining employees with disabilities. If a barrier cannot be removed, we seek to provide reasonable accommodation to affected and prospective employees.

Emergency Procedures

The Division provides individual emergency response plans to keep employees with disabilities safe during emergencies.

- During annual updates of Emergency Procedures in each building, the building administrator will reach out to all employees in their building to determine whether they need assistance during an emergency.
- Staff or students who have a disability, whether permanent or temporary, visible, or invisible, and believe they may need help during an emergency are encouraged to let their building administrator know and give permission to share that information with anyone who is assigned to be a helper.
- An individualized emergency response plan will be developed and reviewed annually or as required to ensure safety measures are in place.

Recruiting Employees

The Division provides reasonable accommodations when recruiting new employees. Reasonable accommodations include temporary or long-term adjustment to working conditions, duties, policies, rules, practices, programs, or the physical work environment to address work-related barriers up to the point of undue hardship.

- Job postings are offered in accessible formats.
- The Division includes a statement on all job postings that reasonable accommodations are available to applicants upon request.
- When arranging interviews, the Division informs applicants that reasonable accommodations are available during the assessment and selection processes.

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- When an applicant has made a request for an accommodation during the selection process, the Division will consult with the applicant to determine the appropriate accommodation and then ensure the appropriate accommodation is in place.
- Job postings are reviewed for job qualifications that create barriers. Qualifications that create a barrier that are not a requirement are removed.
- Letters of offer to new employees will include information about workplace accommodations.

Informing Employees about Accommodation

The Division provides information to employees about our accommodation policies by posting information on our intranet site, the Division website, in newsletters, virtual meetings and staff emails. Employees are also provided accommodation policy refreshers and updates during staff meetings as required.

Individual Accommodation Plans

An individual accommodation plan will be developed when requested by the employee or when a barrier has been identified by their manager and the employee is in agreement that an accommodation plan is required.

- Requests for individual accommodation plans may be made by contacting Human Resources.
- The plans will be developed on an individual basis in conjunction with the employee, their physician, and/or another practitioner.
- The Division may request, at the Division's expense, an evaluation that includes a detailed list of accommodations required for an employee, done by an independent regulated health professional or other practitioner in the area of workplace accommodations for persons disabled by barriers, to assist the employer in determining if reasonable accommodation is required.
- Employees may request a representative of the employee's bargaining agent or a person who is knowledgeable in the area of workplace accommodations for persons disabled by barriers to assist in the development of the plan on the employee's behalf.
- Individual Accommodation Plans will include a provision to update the plan. Plans may be updated if an employee's workspace is modified or relocated, responsibilities have changed, or other changes have occurred that affect the

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accommodation. The plan may be reviewed and updated at any time based on an employee or employer's request.

- The Division will, on request of the employee, provide a copy of a plan to the employee in an accessible format.
- If the Division denies a request for an individual accommodation plan the Division will provide the employee written reason(s) for why the request was denied.

Career Development

The Division's practices and measures aim to ensure that workplace accommodations do not negatively affect access to career development. The process for recruiting, selecting, training, and promoting will take into account that employees may be disabled by barrier(s).

The Division will consider an employee's individual accommodation plan, if any. If one is required, upon request of the employee, one will be developed. The Division also understands that an accommodation provided to an employee, if any, may not fully address a barrier that disables the employee.

Maintaining Privacy

Employee's personal information and personal health information will be appropriately protected at all times. Individual accommodation plans will include steps to be taken to protect employee's personal health information.

The Division will adhere to the requirements under PHIA and FIPPA.

Keeping employees and the public informed

The Division informs applicants that reasonable accommodations are available during the recruitment and employee selection process.

All job postings include a statement that reasonable accommodations are available upon request.

Current employees and the public may review all policies by logging on to the Division policy manual.

New employees attend a PD session to review all policies pertaining to their position.

Return to Work

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Upon request the Division offers reasonable accommodations to employees who have been off work due to a disability or health concern. The plans will be developed on an individual basis in conjunction with the employee, their physician, and/or another practitioner.

Training

Human Resources is responsible for ensuring training for management regarding accessible employment and related legislation takes place. Human Resources will also keep a written summary of training content and when training is offered.

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