

Title: **ACCESSIBILITY STANDARDS: EMPLOYEE INDIVIDUAL ACCOMMODATION PLAN**

Adopted: April 9, 2014

Revised: November 2017

Reviewed: April 2014, March 2016, November 2017

Related: Policy PCE.001 – Accessibility Standards Policy

1.0 OBJECTIVE

The Integrated Accessibility Standards Regulation Guidelines states that Bloorview School Authority must have in place a procedure for Employee Individual Accommodation Plan

2.0 RESPONSIBILITY

The Director/Principal will ensure that the provisions of this procedure are in place by January 1, 2014.

3.0 CREATING AN INDIVIDUAL ACCOMMODATION PLAN

In creating an Employee Individual Accommodation Plan, the Director/Principal will meet with the employee to discuss what accommodations are required in order for that employee to continue working at Bloorview School. The plan will be documented and placed in the employee's file.

The employee will request accommodation in writing to the Director/Principal. The Director/Principal will meet with the employee within ten business days of receiving the notice.

The employee will be required to provide medical documentation regarding the need for accommodation. The employee may also be asked to give permission to have an outside evaluation completed by an expert in the area of accommodation.

Once the accommodation required is established, Bloorview School Authority will determine if and how the accommodation can be achieved.

The plan will be reviewed annually in a meeting between the Principal/Director and the employee. It may be reviewed at a mutually agreed to date between the annual review if the employee's condition or working conditions change.

The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability:

- Shall include if requested any information regarding accessible formats and communications supports provided
- If required include individualized workplace emergency response information
- Identify any other accommodation that is to be provided
- If an individual accommodation plan is denied, the manner in which the reason for the denial will be provided to the employee.

Legal Framework: Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
 Integrated Accessibility Standards, Ontario Regulation 191/11
 Ontario Human Rights Code
 Workplace Safety and Insurance Act

Employee Name					
Classroom					
Classroom Teacher					
Disability Type	√	Mobility		√	Visual
	√	Hearing		√	Other:
How does the disability affect emergency response?		Examples: unable to use the stairs; cannot hear the alarm/announcements			
Accommodation Plan	√	Use of elevators. Employee to call 5555 if assistance is needed			
	√	Buddy System. Employee assigned to a buddy that will stay with them during emergency response to provide assistance if needed. If buddy (or backup) is not present, ask assistance of someone else in the area or call 5555			
		Buddy:			
	Buddy Backup:				
Employee Signature		Date			