

General Policy & Procedure



Policy Name: Accessible Employment		Policy #: 20:10:24
Section: Human Resource Services		Subsection: Employment
Policy Owner: Director, Human Resource Services	Approval Date: May 5, 2020	Revision Date: May 5, 2020

POLICY

St. Amant is committed to meet or exceed the legislated requirements to support an accessible work environment. We offer and provide Reasonable Accommodation to applicants during the recruitment and hiring process, provide information about workplace accommodations when making an offer of employment, and provide an Individualized Accommodation Plan, if needed, to any Employee upon hire or at later date as required. The employer prepares emergency response information to help all employees stay safe during emergencies, as required by the Employment Standard of the Accessibility for Manitobans Act.

Manager's take into account a person's accommodation requirements when considering performance evaluation and management, training, or internal development, advancement or transfer.

Accommodation training is provided to people who are responsible for recruiting, selecting or training Employees; supervising, managing or coordinating Employees; promoting, redeploying or terminating Employees; or developing and implementing employment policies and practices.

PROCEDURE

1. Individualized Accommodation Plans are discussed and offered to all Employees upon hire and as needed.
2. The Individual Accommodation Plan documents:
 - a) Any accessible formats and communication supports that are used in providing information to the Employee
 - b) Any workplace emergency personal response information
 - c) Any other Reasonable Accommodation required to address Barriers that prevent the employee from performing their regular job duties

3. The employee provides any relevant information that may assist St.Amant in the assessment of the accommodation request, including any medical supports, reports or reports by other practitioners in the area of workplace accommodations. This policy also provides information about the following:
 - a) Complying with the accommodation plan;
 - b) Providing feedback to their Manager with respect to the requirements of the Accommodation Plan;
 - c) Participating in and cooperating with accommodation efforts on an on-going basis, including communicating with their Manager if modifications to the accommodation plan are requested or if accommodation is no longer required; and
 - d) Participating in an evaluation of the Employee, requested by St.Amant, to assist the Employer in determining what Reasonable Accommodation is required.
4. In consultation with Occupational Health Services, the Manager and Employee develop the Individualized Accommodation Plan which is formalized, documented and signed by all involved.
5. Where applicable, the Employee may bring a bargaining agent, a representative of the Employee's bargaining agent, or a person who is knowledgeable in the area of the workplace accommodation.
6. Individual Accommodation Plans are shared only with those required on a need to know basis and involves Employee consent.
7. The Plan is reviewed when:
 - a) The Employee's workspace is modified or moved;
 - b) The Employee's responsibilities change; or
 - c) St.Amant becomes aware that there are other changes that impact the accommodation required.
8. St.Amant provides a copy of a plan to the Employee in an accessible format when requested.
9. When St.Amant denies an Employee's request for an individual Accommodation Plan, the Employee is provided written reasons for why the request was denied.

DEFINITION OF TERMS

The following definition(s) apply to this policy and are not necessarily intended for organization-wide use.

Term	Definition
Barrier	Anything that interacts with a person’s physical, mental, intellectual, or sensory Disability in a way that may hinder the person’s full and effective participation in accessing health care services on an equal basis. Barriers may include physical, architectural, information or communication, attitudinal, technological or perpetuated by policy or practice.
Employee	All persons employed by, seconded or contracted to St.Amant or as well as medical staff, volunteers, and students.
Individualized Accommodation Plan	A plan developed by the Employee and their Manager that addresses Barriers that prevent an Employee from performing their work
Manager	A member of St.Amant's Leadership Group who forms part of a management team and is accountable for exercising delegated authority over human and financial resources to accomplish the objectives of St.Amant as well as their specific program/service. Managers lead people, recognize and regard achievement, manage performance, manage change and promote the philosophy and values of St.Amant.
Reasonable Accommodation	An adjustment to how things are normally done in order for an Employee to perform their employment responsibilities or access the benefits available to them, by virtue of their employment. It would not result in undue hardship to the Employer.

REFERENCES

Policy Source & #	Policy Title
St.Amant GPP #20:30:11	Reasonable Accommodation and Return to Work
Accessibility for Manitobans Act (2013)	
AMA Employment Standard (2019)	

