1. POLICY STATEMENT:

The Carleton Place & District Memorial Hospital is committed to fair and accessible employment practices including the timely accommodation of employees with disabilities as defined in the *Accessibility for Ontarians with Disabilities Act, 2005* and associated Regulations.

2. SCOPE:

This policy applies to the provision of goods, services or facilities to employees by the Organization.

3. GUIDING PRINCIPLES:

N/A

4. DEFINITIONS:

**Career Development and advancement** includes providing additional responsibilities within an employee’s current position and the movement of an employee from one job to another in the Hospital that may be higher in pay, provided greater responsibility or be at a higher level in the Hospital or any combination of them and for both additional responsibilities and employee movement, is usually based on merit or seniority or a combination of both.

**Performance management** means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

**Recruitment** is the process of finding and hiring the best-qualified candidate. The recruitment process includes analyzing the requirements of a job, attracting employees to that job, screening and selecting applicants, hiring, and integrating the new employee to the organization.

**Redeployment** means the reassignment of employees to other departments or jobs within the Hospital as an alternative to layoff, when a particular job or department has been eliminated by the Organization.
5. PROCEDURE:

5.1 Recruitment Process
During the process of recruitment the Organization shall do the following:

- Notify its employees and the public about the availability of accommodations for applicants with disabilities in recruitment processes;
- Notify job applicants when they are selected to participate in an assessment or selection process that accommodations are available in relation to the materials or processes to be used;
- Consult with the applicant to provide or arrange for the provision of suitable accommodations that take into account the applicants accessibility needs;
- When making offers of employment, the Organization will notify the successful applicant of the Hospital’s policies for accommodating employees with disabilities.

5.2 Responsibility
It is the responsibility of the President & CEO, human resources, occupational health, department managers, and supervisors to ensure that all employees follow the guidelines set out in this policy. Any revisions to this policy will be communicated, in a timely manner, through established department communication processes and during annual education sessions.

The President & CEO, department managers and supervisors are responsible to insure that all employees are trained under the Integrated Accessibility Standards for Employment, practices and procedure.

5.3 Communication
The Organization shall inform employees of the policies used to support its employees with disabilities including those on the provision of job accommodation that take into account an employee’s accessibility needs. This information will be provided to new employees as soon as practical after they begin their employment with the Organization.

Updated information will be provided to employees whenever there is a change to existing policies on the provisions of job accommodations.

When requested by an employee, the Organization will consult with the employee to provide or arrange for the provision of accessible formats and communication support needed to perform the employee’s job and information generally available to employees in the workplace.

5.4 Emergency Response
The Organization will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the Organization has been made aware of the need for accommodation due to the employee’s disability.

Individualized workplace emergency response information will be reviewed when an employee moves to a different location in the Organization, when the employee’s overall accommodation needs or plans are reviewed and when the Organization reviews its emergency response policies.
5.5 Individual Plans and Return to Work

The Organization shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities. The Organization shall develop, document and have in place a return to work process for employees who have been absent from work due to a disability and required disability-related accommodations to return to work.

The Organization shall take into account the accessibility needs of employees with disabilities and individual accommodation plans in performance management processes when providing career development and advancement opportunities and when considering redeployment of employees with disabilities.

6. REFERENCES

Accessibility for Ontarians with Disabilities Act, 2005
Integrated Accessibility Standard, Ontario Regulation 191-11

7. APPENDICES:

N/A

Evaluation

This policy will be evaluated every two years and / or amended when additional accessibility regulations are enacted by the Government of Ontario.