ALGONQUIN COLLEGE

AC 03	AODA Integrated Accessibility Standards Regulation

Classification:	Accessibility
Responsible Authority:	Manager, Talent & HR Programs
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Leadership Team
Date First Approved:	2013-10-30
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Mandatory Review Date:	2025-09-18

PURPOSE

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* set forth under the *Accessibility for Ontarians with Disabilities Act, 2005.* This policy applies to the provision of accessible services for people with disabilities.

SCOPE

This policy shall apply to every employee of Algonquin College.

DEFINITIONS

Word/Term	Definition
Accessible Formats	Include but not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities
Communication Supports	Include but not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications
Conversion Ready	An electronic or digital format that facilitates conversion into an alternate format
Educator	Is an employee who is involved in a program or course design, delivery and instruction
Information	Includes data, facts and knowledge that exists in any format, including text, audio, digital or images; and conveys meaning

Kiosk	An interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one or more services or products
Performance Management	Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success
Redeployment	The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization

POLICY

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11, (*Hereinafter referred to as: IASR), this policy addresses the following:

1. General Requirements
2. Employment Standards
3. Recruitment, Assessment and Selection
4. Accessible Formats and Communication Supports
5. Documented Individual Accommodation Plans
6. Plans and Processes
7. Return to Work and Redeployment

PROCEDURE

Action	Responsibility
1. General Requirement:	Manager, Talent & Programs
1.1 Algonquin College will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers, and meet its requirement under the IASR regulation.	
1.2 The multi-year plan will be posted to the College website and made available in an alternate format upon request.	
1.3 The AODA Committee will review and update the plan once every three years.	
1.4 Annual status reports will be prepared and posted to the College website.	
2. Procuring and Acquiring Goods and services or Facilities:	

Action	**Responsibility**
2.1 The College will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities.	Vice President, Finance and Administration
2.2 When impractical to do so a letter outlining why this is not possible will be provided.	

3.   Training

Manager, Centre for Organizational Learning

3.1   The College will provide training for its employees and volunteers regarding the IASR which must also include training on the Ontario Human Rights Code. Ongoing training will be provided as changes occur within the legislation.

4.   Self-Serve Kiosks

Vice President, Finance and Administration

4.1   The College will incorporate accessibility features when designing, procuring or acquiring self-service kiosks.

5.   Employment Standards

Manager, Talent & Programs

5.1   All job applicants will be notified of the availability of accommodations for applicants with a disability.

5.2   Applicants will be informed that these accommodations are available upon request, for the interview and other selection methods. Requests for accommodations can be made to the hiring manager or directly to human resources at humanresources@algonquincollege.com or by phone x7660

5.3   All successful applicants will be made aware of the policies and support for accommodating employees with disabilities.

6.   Accessible Formats and Communication Supports

Manager, Talent & Programs

6.1   Upon request, the College will provide or arrange for the provisions of accessible formats and communication support for:

- Information needed in order to perform their job;
- Information that is generally available to all employees.

6.2   Employees requesting information in alternate format will be consulted in order to determine the most appropriate format or communication support.

7.   Documented Individual Accommodation Plans

Manager, Employee Wellness & Abilities

7.1   Human Resources will develop and implement processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including:

- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed on an individual basis;

Action	**Responsibility**

- The ways an employee can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine if accommodation can be achieved, or how it can be achieved;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated determined, and how it should be done;
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

8. **Plans and Processes**   Manager, Talent & Programs

8.1 Any department within the College that utilizes performance management tools, or provides career development and advancement to employees, will respect the accessibility needs of the employees with disabilities when developing these processes.

8.2 Tailored workplace emergency response plans and information will be provided to employees with disabilities, upon request.   Vice President, Finance and Administration

9. **Return to Work and Redeployment**   Manager, Wellness & Abilities

9.1 A return to work process will be in place for employees who are absent from work due to a disability-related issue.

9.2 The return to work process must include an outline of the steps the College will take to facilitate the employee's return to work and use documented individual accommodation plans.

9.3 Redeployment processes will take into account the accessibility needs of employees with disabilities.

RELATED POLICIES

HR15: Return to Work with Modified Workload
HS02: Emergency Response
AC01: Students With Disabilities

AC02: Client Service Standards for Persons with Disabilities

AC04: Notification of Service Disruption for People with Disabilities
AC 05: Authorized Animals

RELATED MATERIALS

Ontario Regulation 191/11 AODA Integrated Accessibility Standards

http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm

http://www3.algonquincollege.com/safety-security-services/

http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm