



Accessible Employment Policy

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Introduction:

The College of Physiotherapists of Manitoba is committed to complying with The Accessible Employment Standard Regulation under *The Accessibility for Manitobans Act*. Our policies, practices and measures reflect the principles of dignity, independence, integration, and equal opportunity for people with disabilities.

We aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees.

The following policy statements, organizational practices and measures are intended to meet the requirements of Manitoba's Accessibility Standard for Employment.

This policy applies to all employees, volunteers and management of the College and are intended to benefit the full range of persons with disabilities. Whether an individual has a disability or not, all persons are treated with courtesy and respect when they interact with the College.

The College Commitment

The College of Physiotherapists of Manitoba supports the full integration and inclusion of persons with disabilities and supports the overall goal to make the province barrier-free.

Pre-employment Accessibility Requirements

1: Remove barriers to recruitment and selection.

Policy Statement:

During recruitment, the College informs all potential applicants that reasonable accommodations are available during the selection process and will respond in a timely manner to requests for accommodations.

Practices and Measures:

- The College includes a statement on all job postings that reasonable accommodations are available to applicants with disabilities, and we seek their advice on how best to accommodate their needs.
- When making interview arrangements in writing or verbally, College staff will inform applicants that reasonable accommodations are available during the assessment and selection processes.
- When an applicant has made a request for an accommodation during the selection process, we:
 - Consult with the applicant to determine the appropriate accommodation.
 - Put the appropriate accommodation in place during the assessment or selection process.

2: Mention workplace accommodations when offering employment.

Policy Statement:

When hiring, the College informs selected applicants of our measures, policies, and practices for accommodating employees with disabilities.

Practices and Measures:

- The College includes information about workplace accommodations and accessible employment policies and practices in the letter of offer to all selected applicants.
- The College includes information about workplace accommodations and accessible employment, policies, and practices in the new employee orientation materials.

Employment Accessibility Requirements

3: Inform employees about accommodation policies and practices.

Policy Statement:

The College keeps employees informed about our accommodation measures, policies, and practices for employees with disabilities. The College also provides updates to employees when this information changes.

Practices and Measures:

- The College provides information to employees about our policies for employees with disabilities and any updates in multiple ways, such as:
 - posted on an internal site, public website, on social media, in newsletters, blogs, memos, or through staff emails
 - posted in the staff room or in high traffic areas
 - included in posters, brochures, pamphlets or advertisements
 - through discussions with management (in person, by phone or through email)
 - during staff meetings

4: Communicate in a way that meets employees' needs.

Policy Statement:

The College aims to meet the communication needs of our employees by providing workplace information and communications in ways that are easy to access for everyone.

If requested by an employee with a temporary or permanent disability, the College:

- Consults with the employee to identify the accessible formats, or communication supports needed when providing information to the employee.
- Ensures that identified accessible formats or communication supports are continually used when providing information to the employee.

Practices and Measures:

- To meet an employee's communication needs, the College asks the employee what accessible format or communication support is most appropriate for them.
- The College provides information to employees in multiple ways to meet everyone's needs, including but not limited to posting information on a notice board in the copy room or circulating information electronically by email in accessible formats.

5: Provide individualized accommodation plans.

Policy Statement:

The College's policy is to provide reasonable accommodations by developing and documenting individualized accommodation plans for employees with disabilities who request them.

Practices and Measures:

The individualized accommodation plan includes:

- Information about accessible formats and communication supports, if requested
- workplace emergency response information, if required
- details of how and when any other accommodations will be provided, if applicable
- when the plan will be reviewed and, if applicable, updated

College employees will participate and cooperate in the accommodation process by:

- providing related information
- taking part in assessments, if requested by the College, at the College's expense
- following the individualized accommodation plan in good faith; and
- offering ongoing feedback related to how the modifications are working, asking for additional modifications or that the accommodation is no longer required

The Registrar or designate will review the accommodation plan on the three-month anniversary date and in combination with regular annual employee reviews.

The Registrar or designate will also review an employee's individualized accommodation plan, and update the document if required, when:

- the employee's workspace is modified or relocated
- the employee's responsibilities have changed
- other workplace changes have occurred that affect the accommodation
- the employee has made a request to review and update the accommodation plan earlier than outlined in the plan

6: Manage performance.

Policy Statement:

The College ensures our performance management process takes into account:

- that an employee may be temporarily or permanently disabled by one or more barriers in the workplace
- an employee's individualized accommodation plan
- that the accommodations provided for an employee may not fully address a workplace barrier

Practices and Measures:

- The Registrar or designate meets with new staff three months into employment and at least once annually to discuss progress, new goals, and any challenges. Existing or newly required workplace accommodations are discussed, including individualized accommodation plans and any assistance required during emergencies.
- The Registrar or designate speaks with employees when they do not follow company policy or meet expectations, and offer a spoken and written warning of consequences, including disciplinary action.
- The Registrar or designate discusses existing workplace accommodations and proposes modifications or new workplace accommodations if they believe this could help improve the performance of an employee with a disability.
- Prior to imposing disciplinary measures, the Registrar or designate considers whether there is a connection between concerns about job performance and workplace barriers.

7: Provide career development, training, or opportunities for internal advancement within the employer's organization.

Policy Statement:

When providing career development, training or opportunities for internal advancement or reassignment, the College ensures the process for recruiting and selecting candidates takes into account:

- that an employee may be temporarily or permanently disabled by one or more barriers in the workplace
- an employee's individualized accommodation plan
- that the workplace accommodation provided for an employee with a disability may not fully address the workplace barrier

Our practices and measures aim to ensure that workplace accommodations do not negatively affect access to career development.

Practices and Measures:

- The College recruits and selects candidates based on objective criteria, such as current training, job experience, skills, and number of years on the job.
- If a candidate has an individualized accommodation plan, the College ensures it is adequate to address any barriers presented by the new opportunity or modify the plan accordingly.
- The College's training programs and methods for career development are accessible to all employees. If a barrier is identified, the College attempts to remove or reduce it.

8: Put return to work processes in place.

Policy Statements:

The College's return to work policy reflects our commitment to providing a safe and healthy working environment for employees who are, or have been, absent from work due to a disability and require reasonable accommodations to return to work.

The College includes a description of the process we will follow in determining the accommodations necessary to facilitate the return to work of employees who have been absent due to a disability.

The College's return to work policy ensures reasonable accommodations for employees who are at work or absent due to a disability. The College will make efforts to modify employees' duties and work schedule based on their functional abilities. The College's aim is to increase duties safely to help employees reach their full potential.

Practices and Measures:

- The Registrar or designate keeps in touch with absent employees throughout the employees' recovery to help them maintain a connection with their workplace and to show they are valued.
- The College offers meaningful and productive modified or alternate duties that are safe and within the employee's functional abilities.
- The College is flexible and tailors the return-to-work plan to the employees' needs.
- The College ensures co-workers support employees who have been absent due to a disability and participate in the return-to-work process.
- The College recognizes that pandemics, like COVID-19, pose serious health threats to people with pre-existing conditions and accommodates affected employees.

9. Provide workplace emergency response information.

Policy Statements:

The College notifies all employees of steps to be taken during emergencies, to ensure the safety of employees who are temporarily or permanently disabled.

Once the College learns an employee requires assistance during a workplace emergency, they are offered individualized workplace emergency response information as soon as possible.

The College reviews the workplace emergency response information provided to an employee each time:

- the employee is moved to a different workspace
- the employee's workspace is modified
- the College reviews the general emergency response plans and make changes that would affect the employee's response to an emergency in the workplace

If an employee who receives workplace emergency response information requires the assistance of another person during an emergency, the College obtains consent from the employee on who will assist, and we inform that person how to assist.

Practices and Measures:

- The College annually sends a memo to all employees to inquire whether they need assistance during an emergency and to remind them of the office or building's emergency plan.
- The College regularly discusses general accessibility and identifies barriers during staff meetings.
- The designated staff member, who acts as fire marshal, ensures communication with these employees during the emergency by cellphone.
- The person acting as fire marshal notifies the fire department about the number and location of employees who remain in the building.

10. Maintain Privacy

Policy Statements:

The College protects the privacy and confidentiality of employee's personal information and personal health information. The College only collects, uses, and discloses information as required for the purposes of the Accessibility Standard for Employment, unless otherwise agreed to by the employee.

The College also follows the requirements of other privacy legislation, including The Freedom of Information and Protection of Privacy Act (Manitoba) and The Personal Health Information Act (Manitoba).

Practices and Measures:

- The College follows proper protocol when storing confidential employee information.
- The College protects our employees' personal information and personal health information at all times by taking the following steps including but not limited to using confidential forms, locking file storage, and limiting access to human resources.