

CHAPTER SIX: TERMS OF EMPLOYMENT

Approval Date: August 2021	Policy: INDIVIDUAL ACCOMMODATION PLAN
	Policy Number: 6.31.1

Purpose

The purpose of this policy is to outline the process for the development of documented individual accommodation plans for employees with disabilities.

Policy

An individual accommodation plan is a formal way of recording and reviewing the workplace-related accommodations that will be provided to a Child Care Algoma employee with a disability. Child Care Algoma is dedicated to working with employees with disabilities to find the appropriate accommodation to meet the individual's accommodation needs.

When an employee brings forth that they require accommodations due to a disability Child Care Algoma, in partnership with the employee, will create an individual accommodation plan. Staff with disabilities and their Site Supervisors and/or Coordinators will write individual accommodation plans together and sign the finished plans. An employee requesting accommodation will participate in the development of their individual accommodation plan in person or by phone and/or email with their Site Supervisor and/or Coordinator. If needed, the Manager of Human Resources may also participate in the process. An employee with a disability may approach Child Care Algoma and request accommodation. The employee has the most knowledge about their own needs and what accommodations may best meet their needs however Child Care Algoma may ask an employee whether accommodation would help them perform job tasks.

An employee will be assessed for accommodation on an individual basis.

Site Supervisors/Coordinators and the employee will discuss the employee's needs. They will discuss how the worker will perform certain duties required of their position.

Child Care Algoma will keep an employee's personal and medical information secure and confidential and will disclose the information only to those involved in the employee's accommodation process. Child Care Algoma may deny an accommodation request in writing, for example if the request would create undue hardship to the Agency.

Child Care Algoma may request an evaluation by an outside medical or other expert, to assist in determining if accommodation can be achieved and, if so, how accommodation can be achieved. The employee will be reimbursed for any expenses incurred for a requested medical documentation upon providing proof of receipt for the requested medical documentation

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The Individual Accommodation plan (found in *Appendices I*) will include:

- The employee's name and position and current location of work
- The Site Supervisor and Coordinators name and title
- When the accommodations will start and when they will end (if applicable)
- How Child Care Algoma will provide any accessible-format workplace information if needed
- How Child Care Algoma will provide emergency information in an accessible format if needed
- When and how often the plan will be reviewed and updated
- Any tasks that the employee performs differently and all job functions involving those tasks and the accommodations that will be made that will allow the employee to perform each function as well as strategies for these accommodations and actions needed to implement the strategies and who will follow through with the actions required
- Contact information of all those involved in the plan
- If the staff requires any accessible formats or communication supports
- The employees emergency information and/or individual emergency response plan
- The employee's schedule
- Any documents relating to the Individual Accommodation plan including medical documentation, etc.

The employee and Site Supervisor/Coordinator will observe how successful the plan is and will review the plan together and make any needed changes including if the accommodation is not working correctly, the employee's ability to perform certain job task changes as they may arise, and if the employee's location of work or responsibilities change.

Accommodations Start Date and when they will end (if applicable):

How Child Care Algoma will provide any accessible-format workplace information if needed:

How Child Care Algoma will provide emergency information in an accessible format if needed:

When and how often the plan will be reviewed and updated:

Please list any tasks that the employee performs differently and all job functions involving those tasks and the accommodations that will be made that will allow the employee to perform each function. Please list the strategies for these accommodations and actions needed to implement the strategies and who will follow through with the actions required:

Contact information of all those involved in the plan

Employee:
Site Supervisor:
Coordinator:
Human Resources: Talia Bruno tbruno@childcarealgoma.ca 705-945-8898 ext. 259

Does the employee require any accessible formats or communication supports?

If yes, outline the accessible formats or communications supports needed:

Employees emergency contact information and/or individual emergency response plan:

The employee's schedule:

*Please attach any documents relating to the Individual Accommodation plan including medical documentation, etc.

**Please send a copy of the completed Individual Accommodation Plan with any medical documentation included to tbruno@childcarealgoma.ca to be approved and placed in the staff's permanent file.