

Policy No. 1.2

SUBJECT: ACCOMMODATIONS	SCOPE: ALL EMPLOYEES, & COUNCILLORS
ISSUE DATE: Nov. 6 th , 2013	REVISED:

PURPOSE:

The Village of Newbury is committed to an inclusive workplace. To do this, we will ensure that accommodations are provided to current and potential employees with disabilities.

The Village's commitment extends to all employment activities including recruitment, selection, orientation, working conditions, career development/advancement and performance management.

SCOPE:

Employment accommodations are assessed and delivered on an individual basis for people with disabilities who make their needs known. Each situation must be considered individually in order to assess appropriate accommodations. Requests for employment accommodations will be dealt with quickly and effectively in order to ensure employees can fully participate in all aspects of employment and recruitment.

Individuals with disabilities will be accommodated in ways that respect their dignity, independence and right to privacy in the workplace. All information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of meeting accommodation requirements.

Staff members requiring accommodations during their employment should contact the Clerk Treasurer.

Workplace Emergency Response Information

The Village of Newbury will make all reasonable efforts to provide individualized workplace emergency response information to employees who have a disability.

Individual staff members will need to make their needs known to the Clerk Treasurer.

Based on the information provided, a plan will be developed to ensure staff safety in the event of an emergency. Staff will need to consent to having their emergency workplace response information shared with a designated person or persons who can provide assistance to the individual.

Individualized emergency information will be reviewed periodically with the staff member to ensure it is up to date.

For all other accommodation requirements, including the Modified Work or Return to Work process, please see Policy Number 3 – Modified Work.

PROCEDURE:

Recruitment Accommodations

Accommodations will be provided to candidates during the recruitment process, including assessment, and orientation.

1. Make sure that qualifications are reasonable and pertain to the job. They should focus on education, experience, skills and abilities that reflect the bona fide occupational requirements of the job.
2. Make all potential applicants aware that the Village will take steps to accommodate disability related needs in the interview or testing process. Applicants must identify their needs up front and provide timely information about how their situation or condition may affect their abilities to perform in an interview or test in order to receive employment accommodation.
3. Communicate the offer of accommodation to all applicants at the beginning of the selection process. Explain to the candidates the assessment methods and formats you will use. This is especially helpful for people with disabilities as it

helps them identify whether they need an accommodation and the type of accommodation required for each stage of the assessment.

4. When an applicant makes a request for accommodation, ask the individual to identify what he or she will need in order to be able to allow him or her to compete on an equal basis with other candidates. Obtain as much information on the person's need as possible. Don't get into details about the disability unless you need to clarify the individual's needs. In most cases the candidate is the best source of information.
5. Any accommodations you make should not change the nature of the qualification you are assessing or the level at which you assess it. Design accommodations to allow for equitable assessment of candidates with accommodation needs without placing them at an advantage or disadvantage when comparing them to other candidates.
6. When making an offer of employment, let the individual know of the Village's commitment to providing accommodations in the workplace.

Workplace Accommodations

Accommodations will be provided to employees with disabilities during the duration of their employment with the Village of Newbury.

Communicate the Accommodations Policy and Procedure to staff. Follow this process for employment accommodations after you offer an individual a job or for an existing employee:

1. Encourage employees to submit their request in writing. However, all forms of requests for accommodations will need to be addressed.
2. Ensure that the staff member requesting the accommodation is involved in the development of an accommodation plan. A representative from a bargaining unit or other workplace representative can be present during this process, at the request of the staff member.

3. Once an accommodation is requested the Clerk Treasurer may request medical information from a physician or other health care practitioner advising of the need for the accommodation and direction on appropriate modifications. Once the accommodation option has been selected inform the employee and implement the accommodation as quickly as possible.
4. The Clerk Treasurer will document accommodation plans and include:
 - a. Any information regarding accessible formats or communication supports
 - b. Individualized workplace and emergency response information, if necessary and;
 - c. Any other accommodation that is to be provided.
5. Inform staff of steps taken to protect privacy.
6. Determine, with staff member on how often the accommodation plan will be reviewed.
7. If an accommodation is denied, the Clerk Treasurer will inform that staff member of the reason for denial.
8. Ask staff member if alternate communication formats are required for the accommodation process and plan.