



## Administrative Procedure 5003

# *Accessibility Standard for Employment*

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**Board Governance Policy Cross Reference:** [1](#), [11](#), [12](#), [13](#)

**Administrative Procedures Cross Reference:**

[Accessibility Standard for Customer Service](#)

[Reasonable Accommodation](#)

**Form Cross Reference:**

[Accessibility Standards Acknowledgement Form](#)

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**Legal/Regulatory Reference:**

[The Human Rights Code of Manitoba](#)

[The Accessibility for Manitobans Act](#)

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**Date Adopted:** May 2021

**Date Amended:** May 2022

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Brandon School Division is committed to meeting the Accessibility Standard for Employment as legislated by the Government of Manitoba under [The Accessibility for Manitobans Act](#).

“**The Division**” means, any supervisor in any divisional facility that is required to provide customer service to an individual.

Specifically, the Division is committed to:

### **Remove Barriers to Recruitment and Selection**

The Division will inform potential applicants during the selection process that reasonable accommodations are available and respond to requests for accommodations by:

- Including a statement on all job postings that reasonable accommodations are available to applicants with disabilities and we will seek their advice on how best to accommodate their needs;
- When making interview arrangements in writing or verbally, inform applicants that reasonable accommodations are available during the assessment and selection processes; and

- When requested, consult with the applicant to determine the appropriate accommodation, and put the appropriate accommodation in place during the assessment or selection process.

### **Inform Candidates of Workplace Accommodations when Offering Employment**

The Division will inform selected applicants of our Administrative Procedures for accommodating employees with disabilities, by including information about workplace accommodations in our letter of offer to new employees and in our new employee orientation materials.

### **Inform Employees about Reasonable Accommodation Administrative Procedures and Practices**

The Division may inform employees in multiple ways, such as:

- Post on the employee portal and external website;
- Post in the staff room and/or in high traffic areas;
- Through discussions with administration (in person, by phone or through email); and
- During staff meetings.

### **Communicate in ways that Meet Employees' Needs**

The Division will aim to provide workplace information and communications in ways that are easy to access for everyone and process requests by employees through *Administrative Procedure 5113 – Reasonable Accommodation*.

### **Provide Individualized Reasonable Accommodation Plans**

The Division will provide reasonable accommodations in accordance with the *Administrative Procedure 5113 – Reasonable Accommodation*.

### **Provide Workplace Emergency Response Information**

The Division will notify all employees of the steps to be taken during emergencies, to ensure the safety of employees who are temporarily or permanently disabled. The Division will ensure workplace emergency response information is specific to each employee's needs and the physical nature of the employee's workspace.

Once the Division learns an employee requires assistance during a workplace emergency, the Division will offer the employee individual workplace emergency response information as soon as possible.

The Division will review 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; and
- The Division reviews the general emergency response plans and makes 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 Division will obtain consent from the employee who will assist, and the Division will inform that person how to assist.

The Division will:

- Annually send 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.
- Regularly discuss general accessibility and identify barriers during Workplace Safety and Health meetings.
- In a situation where an employee cannot descend the stairs to exit the building during an evacuation, with permission from the employee, identify someone to remain with this person in a designated safe area.
- Notify the fire department about the number and location of employees who remain in the building; this is done by the employee acting as the supervisor or designate.

### **Provide Training**

The Division will provide training to staff on how to accommodate employees with a disability; this training is provided to staff who have the following responsibilities:

- Recruiting, selecting or training employees;
- Supervising, managing or coordinating the work of employees;
- Promoting, redeploying or terminating employees; and
- Developing and implementing employment procedures and practices.

Training content will include:

- How to make employment opportunities accessible to people with disabilities;

- How to interact and communicate with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal;
- An overview of [The Human Rights Code of Manitoba](#) and [The Accessibility for Manitobans Act](#), specifically the Accessible Employment Standard; and the Division's Administrative Procedures that pertain to accessibility.
- The Division will track and maintain training records.