



Policy:	AODA: Employment Policy
Department of Ownership:	Human Resources
Effective Date:	December 19, 2023
Date Last Reviewed:	December 15, 2023
Scheduled Review Date:	December 1, 2024
Supersedes:	All previous Policies and/or Statements
Related Policies:	AODA – Customer Service Policy; AODA – Information & Communications Policy; AODA – Employment Policy; AODA – Built Environment and Public Spaces Policy

PURPOSE

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

For reference, the AODA regulations can be found online at: [AODA Legislative Regulations](#)

All employment services provided by Victoria University shall follow the principles of dignity, independence, integration, and equal opportunity.

Victoria University is committed to providing an accessible workplace for all Employees and Contractors. We will consult with Employees or Contractors with disabilities to determine their accessibility needs and the best way to accommodate those needs.

This Policy applies to Victoria University's operations in Ontario, Canada and to all Employees, Contractors or others performing work on behalf of Victoria University, in Ontario.

DEFINITIONS

Accessible Formats – Include but are not limited to large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.

Communication Supports – Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.



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.

TRAINING REQUIREMENTS

Victoria University will provide training for its Employees and Contractors regarding the IASR (Integrated Accessibility Standards Regulation) and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing Victoria University’s policies and all others who provide goods, services, or facilities on behalf of Victoria University.

Training will be provided as soon as is reasonably practicable, but no later than six (6) months post employment start date. Training will be provided on an ongoing basis to new Employees or Contractors and as changes to Victoria University’s accessibility policies occur.

RECRUITMENT, ASSESSMENT & SELECTION

Victoria University will notify Employees, Contractors, and the public about the availability of accommodations for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other selection methods. Where an accommodation is requested Victoria University will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of Victoria University’s policies and supports for accommodating people with disabilities.

ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS FOR EMPLOYEES

Victoria University will ensure that Employees and Contractors are aware of policies for persons with disabilities and any changes to these policies as they occur.



If an Employee or Contractor with a disability requests it, Victoria University will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform his/her job; and
- Information that is generally available to all employees in the workplace

Victoria University will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

WORKPLACE EMERGENCY RESPONSE INFORMATION

Where required, Victoria University will create individual workplace emergency response information for Employees or Contractors with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace and will be created in consultation with the Employee/Contractor.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; and/or
- Victoria University reviews/updates general emergency response policies

PERFORMANCE MANAGEMENT AND CAREER ADVANCEMENT AND DEVELOPMENT

Victoria University will consider the accessibility needs of Employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

Individual accommodation plans will be consulted, as required.

REDEPLOYMENT

The accessibility needs of Employees with disabilities will be taken into account in the event of redeployment.

Individual accommodation plans will be consulted, as required.



Policy Administration & Annual Review

The AODA – Employment Policy will, at a minimum, be reviewed and updated as necessary on an annual basis.

If you have any questions or concerns about this Policy or its related procedures, please email Director, Human Resources at vic.hr@utoronto.ca.

POLICY HISTORY & APPROVALS

NATURE OF CHANGE	VERSION NO.	DATE	RESPONSIBLE FOR CHANGE	RATIFIED/ APPROVED BY
Policy Creation	1.0	12/18/2023	Director, Human Resources	President