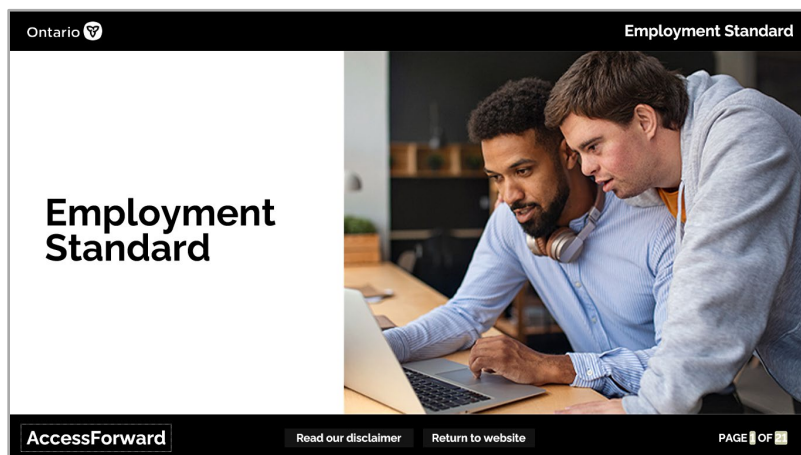


## Disclaimer Statement

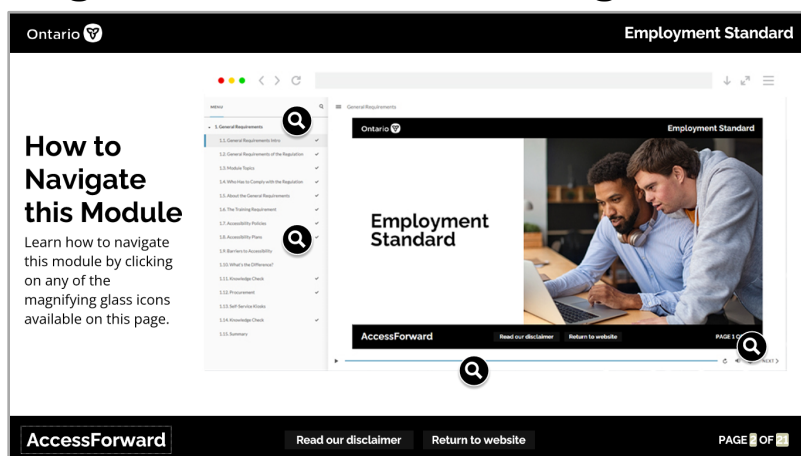
Completion of this AccessForward training course by an individual should not be construed as compliance by them or their organization with the AODA and its regulation.

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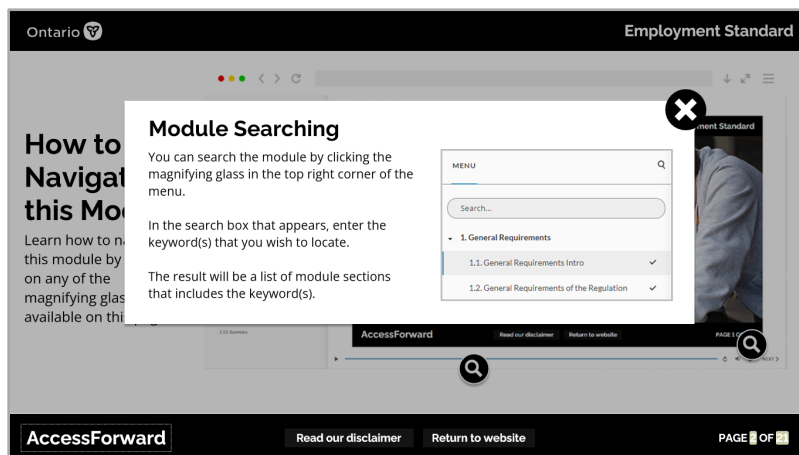
## Page 1 of 21: Employment Standard



## Page 2 of 21: How to Navigate this Module



Learn how to navigate this module by clicking on any of the magnifying glass icons available on this page.

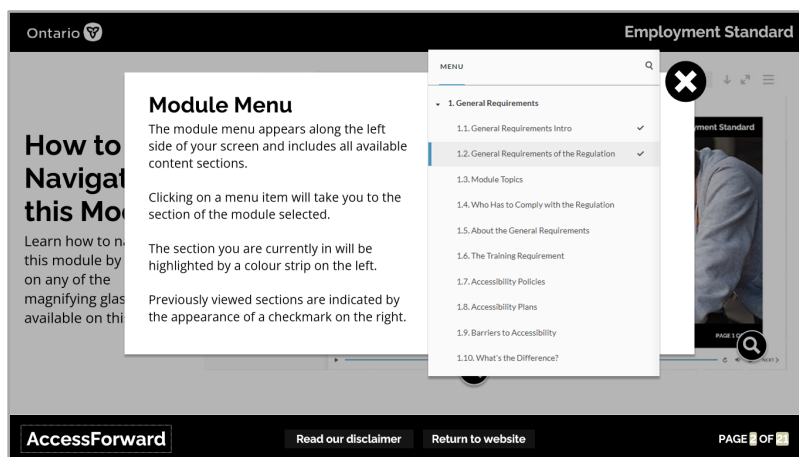


## Module Searching

You can search the module by clicking the magnifying glass in the top right corner of the menu.

In the search box that appears, enter the keyword(s) that you wish to locate.

The result will be a list of module sections that includes the keyword(s).



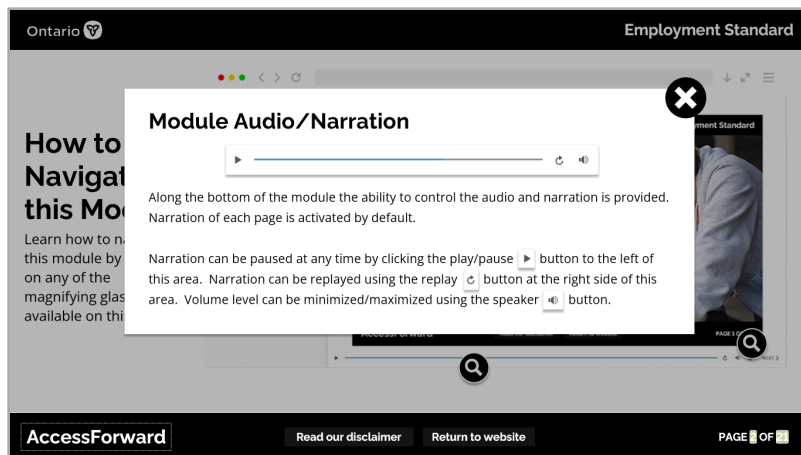
## Module Menu

The module menu appears along the left side of your screen and includes all available content sections.

Clicking on a menu item will take you to the section of the module selected.

The section you are currently in will be highlighted by a colour strip on the left.

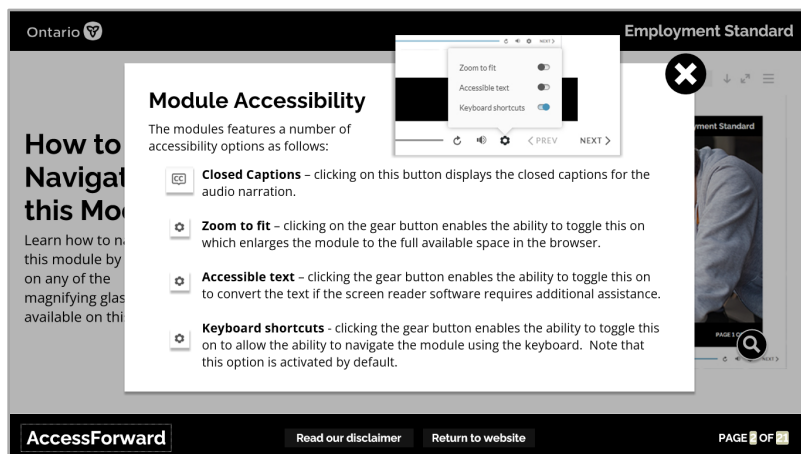
Previously viewed sections are indicated by the appearance of a checkmark on the right.



## Module Audio/Narration

Along the bottom of the module the ability to control the audio and narration is provided. Narration of each page is activated by default.

Narration can be paused at any time by clicking the play/pause button to the left of this area. Narration can be replayed using the replay button at the right side of this area. Volume level can be minimized/maximized using the speaker button.



## Module Accessibility

The modules features a number of accessibility options as follows:

**Closed Captions** – clicking on this button displays the closed captions for the audio narration.

**Zoom to fit** – clicking on the gear button enables the ability to toggle this on which enlarges the module to the full available space in the browser.

**Accessible text** – clicking the gear button enables the ability to toggle this on to convert the text if the screen reader software requires additional assistance.

**Keyboard shortcuts** - clicking the gear button enables the ability to toggle this on to allow the ability to navigate the module using the keyboard. Note that this option is activated by default.

## Page 3 of 21: Organizational Classification Chart

Ontario Employment Standard

### Organizational Classification Chart

The 5 classes of organizations:

- + Government of Ontario and the Legislative Assembly
- + Large designated public sector organization
- + Small designated public sector organization
- + Large organization
- + Small organization

**Designated public sector organization:** Refers to organizations listed in Schedule 1 (Broader Public Sector) of the Integrated Accessibility Standards Regulation. These organizations include hospitals, universities, colleges of applied arts and technology, district school boards, and organizations that provide public transportation.

Designated public sector also means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10, of the Public Service of Ontario Act, 2006.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 3 OF 21

The 5 classes of organizations:

Ontario Employment Standard

### Organizational Classification Chart

The 5 classes of organization

- + Government of Ontario and the Legislative Assembly
- + Large designated public
- + Small designated public
- + Large organization
- + Small organization

**Government of Ontario and the Legislative Assembly**  
Includes every ministry of the Government of Ontario, the Office of the Premier, and the Legislative Assembly including constituency offices of the members of the Assembly.

**Designated public sector organization:** Refers to organizations listed in Schedule 1 (Broader Integrated Accessibility Standards Regulation). These organizations include hospitals, universities, colleges of applied arts and technology, district school boards, and organizations that provide public transportation.

Designated public sector also means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10, of the Public Service of Ontario Act, 2006.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 3 OF 21

## Government of Ontario and the Legislative Assembly

Includes every ministry of the Government of Ontario, the Office of the Premier, and the Legislative Assembly including constituency offices of the members of the Assembly.

The screenshot shows the 'Organizational Classification Chart' on the 'Employment Standard' page. The chart lists five classes of organizations: Government of Ontario, Large designated public sector organization, Small designated public sector organization, Large organization, and Small organization. The 'Large designated public sector organization' is highlighted with a white box and a magnifying glass icon. The definition for this category is: 'A designated public sector organization with 50 or more employees (such as municipalities, hospitals, universities, colleges of applied arts and technology, district school boards, and organizations that provide public transportation).'

### Large designated public sector organization

A **designated public sector organization\*** with 50 or more employees (such as municipalities, hospitals, universities, colleges of applied arts and technology, district school boards, and organizations that provide public transportation).

The screenshot shows the 'Organizational Classification Chart' on the 'Employment Standard' page. The chart lists five classes of organizations: Government of Ontario, Large designated public sector organization, Small designated public sector organization, Large organization, and Small organization. The 'Small designated public sector organization' is highlighted with a white box and a magnifying glass icon. The definition for this category is: 'A designated public sector organization with one to 49 employees (such as the Ontario Office of the Fairness Commissioner and some municipalities).'

### Small designated public sector organization


A **designated public sector organization\*** with one to 49 employees such as the Ontario Office of the Fairness Commissioner and some municipalities.



organizations include hospitals, universities, colleges of applied arts and technology, district school boards, and organizations that provide public transportation.

Designated public sector also means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10, of the Public Service of Ontario Act, 2006.


## Page 4 of 21: Employment Standard

Ontario  Employment Standard

### Employment Standard

In this module you will learn about the requirements of the Employment Standard.

The Employment Standard will help employers make their workplaces more accessible to new and current employees with disabilities. Watch this video to learn more.

 **Video Transcript**  
Download a full written transcript of this video.

Now let's take a closer look at the requirements of this standard.

**AccessForward** [Read our disclaimer](#) [Return to website](#) PAGE 4 OF 21

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The Employment Standard will help employers make their workplaces more accessible to new and current employees with disabilities. Watch this video to learn more.

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## AccessForward: Training for an Accessible Ontario Building on Progress

### Introduction to the Employment Standard – Integrated Accessibility Standards Regulation

NARRATOR:

When it comes to the workplace, it's little things that can create barriers for people with disabilities. Barriers can be in processes, in a tool we use in our work like a computer, an aspect of the physical environment or... attitudes. Listen to this story about a job ad that wasn't accessible.

ROD:

"I found one, it sounded just perfect in terms of my qualifications. The position was for a disability counsellor. But when I tried to access the rest of the information about the job, my screen reader couldn't read it. The website was not accessible. So I called to ask for more information."

ROD SPEAKING ON THE PHONE TO THE ORGANIZATION:

"The difficulty I'm having is that I can't access the information on your website with my screen reader. So, is there someone who can spend a few minutes with me going over some of the information? I'd like to apply for the job."

VOICE ON PHONE:

"There's a lot of information here. I don't have the time right now to give you everything. But if you give me your name and number we'll be sure to have someone give you a call back."

ROD:

"Unfortunately, no one called back. And because the website wasn't accessible, I wasn't able to even apply for the position. The next time I applied for a job, I was fortunate because I found an employer who made sure that their website was accessible. And I was able to read the whole thing including the history of the organization. I did apply for that job, and finally, I was able to get an interview."

NARRATOR:

With an ad that wasn't accessible, the first organization missed out on reaching a good candidate. But you know, making an accessible document isn't all that difficult.

In this next clip, a project manager talks about how simple physical accommodations at the office made all the difference.

ALICIA:

"I work in project management for a training company. For me, the first day on the job was the challenging part, but nothing we couldn't work out. The desk I was given wasn't designed to fit a wheelchair. Plus, all of the reference documents the

information design team used were placed on a shelf too high for me to reach. A different desk and moving the books made everything work fine for me."

NARRATOR:

According to Statistics Canada, Ontarians with disabilities are more likely to be unemployed or under-employed.

[text on screen:] [Ontarians with disabilities are more likely to be unemployed or underemployed](#)

By making your recruitment processes and employment policies more accessible, you open your doors to a much larger resource pool. It's a win/win situation.

So, how do you open your doors? It's all about looking at your human resource processes through an additional lens.

Some of you may be familiar with the Employment Standards Act. It sets out the minimum fairness standards for the workplace.

The Employment Standard under the Integrated Accessibility Standards Regulation is different. It deals with accessibility in the employment cycle.

It builds on the obligations that employers have under the Ontario Human Rights Code.

The standard formalizes workplace accessibility processes that many organizations already have in place.

And, accommodating specific accessibility needs due to disability doesn't usually take as much effort as you might think.

The majority of people with a disability require no accommodations at all. A recent study found that when accommodations are required, employers reported that 56% of accommodations cost absolutely nothing to make, while the rest typically cost only \$500 or less.

[text on screen:] [56% of accommodations cost nothing to make](#)

[text on screen:] [The rest typically cost \\$500 or less](#)

For such a small cost, the rewards are immeasurable, for your organization, for your new and existing employees, for the bottom line of your business.

The Employment Standard, as outlined in this module, addresses the processes and procedures organizations follow in recruiting and accommodating their employees.

[text on screen:] [Employment Standard](#)


Addresses the processes and procedures that organizations follow in recruiting and accommodating their employees.

The standard will help people with disabilities participate in our labour force and economy, and will help employers find untapped talent.

[text on screen:] [Ontario Logo](#)


Developed by the Government of Ontario

## Page 5 of 21: Module Topics

Ontario 
Employment Standard

### Module Topics

- About the Employment Standard
- Informing Employees of Supports
- Accessible Recruitment Process
- Accessible Formats and Communication Supports
- Documented Individual Accommodation Plans
- Workplace Emergency Response Information
- Performance Management, Career Development, and Redeployment
- Return to Work Process




**This module will take you approximately 12 minutes to complete.**

AccessForward
[Read our disclaimer](#)
[Return to website](#)
PAGE 5 OF 21

- About the Employment Standard
- Informing Employees of Supports
- Accessible Recruitment Process
- Accessible Formats and Communication Supports
- Documented Individual Accommodation Plans
- Workplace Emergency Response Information
- Performance Management, Career Development, and Redeployment
- Return to Work Process

This module will take you approximately 12 minutes to complete.

## Page 6 of 21: About the Employment Standard (2 pages)

Ontario  Employment Standard


### About the Employment Standard

The [Ontario Human Rights Code](#) requires all employers to meet the [accommodation](#) needs of employees with disabilities to the point of [undue hardship](#). The Employment Standard builds on this requirement. It requires employers to have processes in place to determine an employee's accommodation needs.

The standard applies to organizations with one or more employees in Ontario, and which provide goods, services, or facilities to the public or to other organizations.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 6 OF 21

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Ontario  Employment Standard

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**Ontario Human Rights Code**

The Ontario Human Rights Code (the "Code") is a provincial law that gives everybody equal rights and opportunities without discrimination in specific areas such as jobs, housing and services. The Code's goal is to prevent discrimination and harassment.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 6 OF 21

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Ontario  Employment Standard

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The [Ontario Human Rights Commission](#) requires employers to meet the [accommodation](#) needs of employees with disabilities to avoid [undue hardship](#). The Employment Standard builds on this requirement, requiring employers to have processes in place to determine an employee's accommodation needs.


The standard applies to organizations with one or more employees in Ontario, and which provide goods, services, or facilities to the public or to other organizations.

### Accommodation

Making arrangements to allow a person with a disability to equally benefit or participate. There is no set formula for accommodating people with disabilities. The person involved must be consulted. Some examples of accommodation: flexibility in work hours or break times or providing a document in an accessible format such as large print.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 6 OF 21

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Ontario  Employment Standard

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The standard applies to organizations with one or more employees in Ontario, and which provide goods, services, or facilities to the public or to other organizations.

### Undue Hardship


Occurs when the benefit of providing accommodation is outweighed by severe negative effects such as very high cost or health and safety issues. Concrete evidence is required to establish undue hardship.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 6 OF 21

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## Page 7 of 21: About the Employment Standard (2 pages)

Ontario  Employment Standard

### About the Employment Standard

The requirements:

- Apply to paid employees.
- Do not apply to volunteers and other non-paid individuals.

The requirements of this standard address key processes in the life cycle of a job and are outlined on the following screens.

The module concludes with information about the compliance deadlines.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 7 OF 21


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The module concludes with information about the compliance deadlines.

## Page 8 of 21: Informing Employees of Supports

Ontario  Employment Standard

### Informing Employees of Supports

The Employment Standard requires employers to inform all employees, both new and existing, of their accessible employment practices. This includes, but is not limited to, policies on providing job accommodations that take into account an employee's accessibility needs due to disability.

This will make all employees aware of how the organization will support them if they have a disability — or should they acquire a disability later in their career.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 8 OF 21

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limited to, policies on providing job accommodations that take into account an employee's accessibility needs due to disability.

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## Page 9 of 21: Accessible Recruitment Process

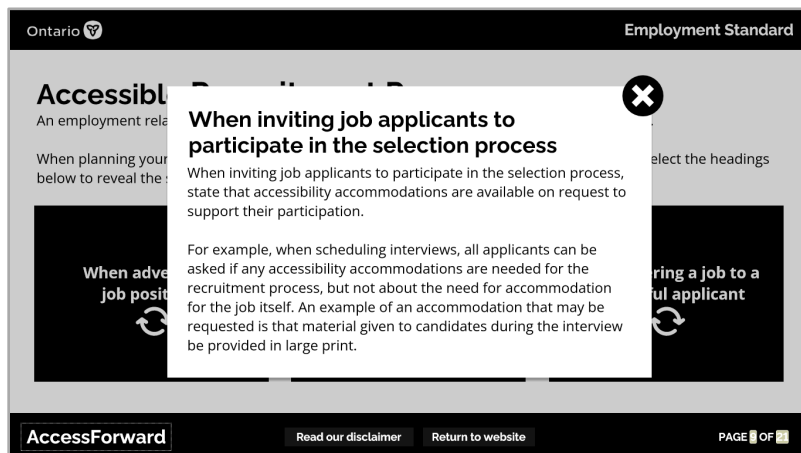
An employment relationship with an employee typically begins through a recruitment process.

When planning your accessible recruitment process, there are three requirements to follow. Select the headings below to reveal the specifics of each requirement:

### When advertising job positions

When advertising job positions, state that accommodations for job applicants with disabilities are available on request. For example, your organization may choose to do this in all job ads, a statement on your website, or another way.

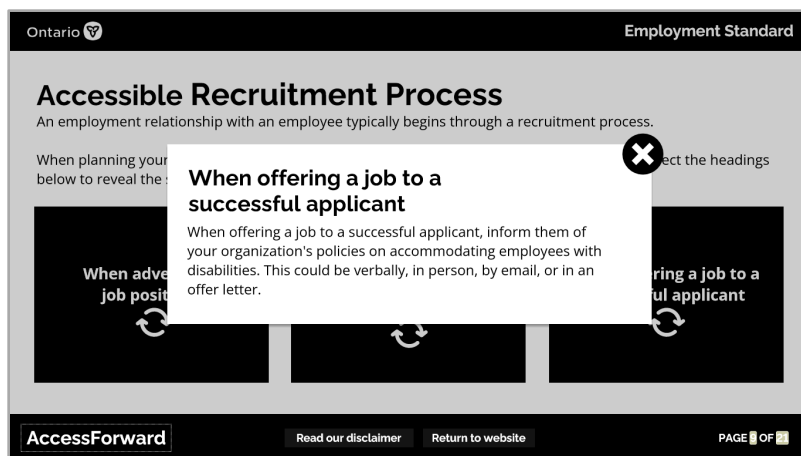
This will notify your existing employees and the public that the organization will support their participation in all aspects of the recruitment process.



### When inviting job applicants to participate in the selection process

When inviting job applicants to participate in the selection process, state that accessibility accommodations are available on request to support their participation.


For example, when scheduling interviews, all applicants can be asked if any accessibility accommodations are needed for the recruitment process, but not about the need for accommodation for the job itself. An example of an accommodation that may be requested is that material given to candidates during the interview be provided in large print.



### When offering a job to a successful applicant

When offering a job to a successful applicant, inform them of your organization's policies on accommodating employees with disabilities. This could be verbally, in person, by email, or in an offer letter.

## Page 10 of 21: Accessible Formats and Communication Supports (2 pages)

Ontario  Employment Standard

### Accessible Formats and Communication Supports

Once hired, employees may request accessible formats and communication supports. This requirement is similar to those in the Information and Communications Standard. Employers must consult with employees to determine their accessibility needs and how best to accommodate them.

Accessible formats and communication supports can be requested for:

- Information required for the employee to perform their job, and
- Information generally available to all employees


AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 10 OF 21

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## Page 11 of 21: Accessible Formats and Communication Supports (2 pages)

Ontario  Employment Standard


### Accessible Formats and Communication Supports

What are some examples of accessible formats or communication supports an employee may require?  
Select the headings below to find out:


Screen Reader



Electronic Format




Text Transcripts



AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 11 OF 21

What are some examples of accessible formats or communication supports an employee may require? Select the headings below to find out:


Ontario  Employment Standard

## Accessible Formats and Communication Supports


What are some examples of accessible formats or communication supports an employee may require?  
Select the headings below to find out:

**Screen Reader**  
Access to the use of software such as a [screen reader](#)

**Electronic Format**




**Text Transcripts**



AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 11 OF 21

**Screen Reader:** Access to the use of software such as a [screen reader](#)


Ontario  Employment Standard

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Access to the use of software such as a [screen reader](#)

**Electronic Format**




**Text Transcripts**



**Screen Reader Software**  
Software programs that allow users to read the text displayed on the computer screen with a speech synthesizer. Often used by people with vision loss or have a learning disability.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 11 OF 21


**Screen Reader Software:** Software programs that allow users to read the text displayed on the computer screen with a speech synthesizer. Often used by people with vision loss or have a learning disability.

Ontario  Employment Standard

### Accessible Formats and Communication Supports


What are some examples of accessible formats or communication supports an employee may require?  
Select the headings below to find out:

**Screen Reader**




**Electronic Format**  
Documents in an electronic format

**Text Transcripts**



AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 1 OF 2


**Electronic Format:** Documents in an electronic format

Ontario  Employment Standard


### Accessible Formats and Communication Supports

What are some examples of accessible formats or communication supports an employee may require?  
Select the headings below to find out:

**Screen Reader**



**Electronic Format**




**Text Transcripts**  
Text transcripts of visual or audio information

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 1 OF 2

**Text Transcripts:** Text transcripts of visual or audio information

## Page 12 of 21: Documented Individual Accommodation Plans (2 pages)

Ontario  Employment Standard

### Documented Individual Accommodation Plans

The standard requires all employers (except [small organizations](#)) to have a written process to document individual accommodation plans for employees with disabilities. This will help organizations have a clear and consistent approach for accommodating employees with disabilities.


What is an individual accommodation plan?

Select the heading below to find out:

[+ Individual Accommodation Plan](#)

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 12 OF 21

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Ontario  Employment Standard

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What is an individual accomm

Select the heading below to find out:

[+ Individual Accommodation Plan](#)

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 12 OF 21


**Small Organization**  
Refers to a private or not-for-profit organization that provides goods, services or facilities to the public or to other organizations and has one to 49 employees in Ontario. It does not include the Government of Ontario, Legislative Assembly, or designated public sector organizations.

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Select the heading below to find out:

Ontario  Employment Standard

## Documented Individual Accommodation Plans

The standard requires [organizations](#) to have individual accommodation plans for employees with disabilities. This will help ensure a consistent approach for all employees with disabilities.

What is an individual accommodation plan?

Select the heading below:

- + Individual Accommodation Plan


AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 13 OF 21

### + Individual Accommodation Plan

An individual accommodation plan is a formal way of recording and reviewing the workplace-related accommodations that will be provided to an employee with a disability.

Employers must work with an employee with a disability to find the appropriate accommodation to meet the individual's accommodation needs. For example, it might include the need to provide screen reader software for a computer.

## Page 13 of 21: Documented Individual Accommodation Plans (2 pages)

Ontario  Employment Standard

## Documented Individual Accommodation Plans

### Elements to Include

The standard specifies a number of elements that must be included in the process for developing documented individual accommodation plans, including:

- How the employee can participate in the process
- How the employer can seek outside expert advice to help determine an employee's accommodation needs
- How the privacy of personal information will be protected
- How often the plan will be reviewed


AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 13 OF 21

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- How often the plan will be reviewed

## Page 14 of 21: Workplace Emergency Response Information (2 pages)

Ontario  Employment Standard

### Workplace Emergency Response Information

Individualized emergency response information can help both employees with disabilities and organizations be better prepared for a range of emergencies such as fire, power outages or severe weather.

For example, an employee who cannot hear a fire alarm will need to know how and when to safely exit the building in the event of a fire.

Every employer must provide individualized workplace emergency response information to employees with disabilities if:

- The disability makes it necessary, and
- The employer is aware of the need.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 14 OF 21

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- The disability makes it necessary, and
- The employer is aware of the need

## Page 15 of 21: Workplace Emergency Response Information (2 pages)

Ontario  Employment Standard

### Workplace Emergency Response Information

With the employee's consent, you must ensure the information is shared with anyone designated to help them in an emergency.

This information must be reviewed when:

- The employee moves to a different location in your organization.
- The employee's overall accommodation needs or plan are reviewed.
- You review your organization's emergency response policies.


AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 15 OF 21

With the employee's consent, you must ensure the information is shared with anyone designated to help them in an emergency.

This information must be reviewed when:

- The employee moves to a different location in your organization.
- The employee's overall accommodation needs or plan are reviewed.
- You review your organization's emergency response policies.

## Page 16 of 21: Performance Management, Career Development, and Redeployment (2 pages)

Ontario  Employment Standard

### Performance Management, Career Development, and Redeployment

There are other processes that help support employees. The standard also includes requirements for these:

- [Performance management](#)
- [Career development](#)
- [Redeployment](#)

The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 16 OF 21

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- [Career development](#)
- [Redeployment](#)

The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

Ontario Employment Standard

## Performance Management, Career Development, and Redeployment

There are other processes that apply to employees. The standard also sets out requirements for these:

- [Performance management](#)
- [Career development](#)
- [Redeployment](#)

The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

**Performance Management**

Activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 1 OF 3

**Performance Management:** Activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

Ontario Employment Standard

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- [Performance management](#)
- [Career development](#)
- [Redeployment](#)


The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

**Career Development**

Providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 1 OF 3

**Career Development:** Providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them.

Ontario  Employment Standard

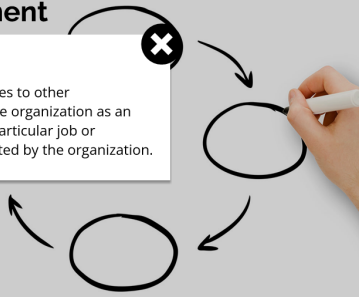
## Performance Management, Career Development, and Redeployment

There are other processes that apply to employees. The standard also has requirements for these:

- [Performance management](#)
- [Career development](#)
- [Redeployment](#)

The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.


**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.



AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 17 OF 21

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.

## Page 17 of 21: Performance Management, Career Development, and Redeployment (2 pages)


Ontario  Employment Standard

## Performance Management, Career Development, and Redeployment


These requirements apply only if the organization currently has these processes in place. Organizations are not required to establish these processes if they don't exist.

Select the headings below to see some examples of how these requirements could apply:


Performance Plan



Accomodation Plan



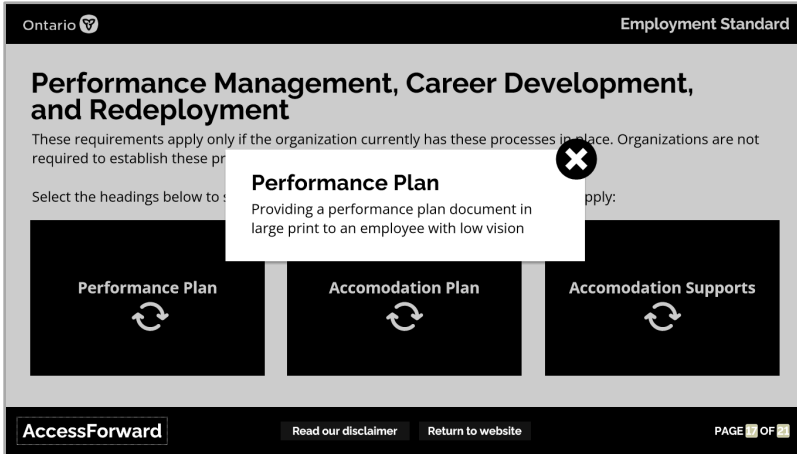
Accomodation Supports



AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 17 OF 21

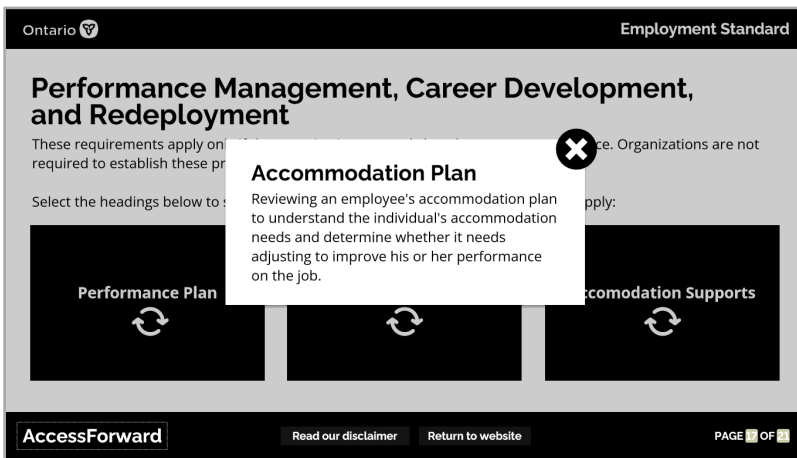
These requirements apply only if the organization currently has these processes in place. Organizations are not required to establish these processes if they don't exist.

Select the headings below to see some examples of how these requirements could apply:




### Performance Plan

Providing a performance plan document in large print to an employee with low vision.



### Accommodation Plan

Reviewing an employee's accommodation plan to understand the individual's accommodation needs and determine whether it needs adjusting to improve his or her performance on the job.

Ontario  Employment Standard

## Performance Management, Career Development, and Redeployment

These requirements apply on required to establish these pr

Select the headings below to:

**Performance Plan**

**Accommodation Supports**

**Accommodation Supports**

Adjusting accommodation supports or updating an accommodation plan, with the employee's participation, to meet the employee's new role or responsibilities in the event the employee is promoted or redeployed.


ce. Organizations are not apply:

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 18 OF 21

## Accommodation Supports


Adjusting accommodation supports or updating an accommodation plan, with the employee's participation, to meet the employee's new role or responsibilities in the event the employee is promoted or redeployed.

## Page 18 of 21: Return to Work Process

Ontario  Employment Standard

## Return to Work Process

An employee with a disability may sometimes need to take time off work for a treatment, recovery, or other reasons. In addition, a disability such as an injury or illness can happen at any time and to any one of us. That is why the standard requires all employers (except [small organizations](#)) to develop a process that supports employees who have been absent due to a disability and require disability-related accommodations when they return to work.



The return to work process must:

- Be documented and outline the steps that will be taken to facilitate an employee's return to work.
- Use documented individual accommodation plans.

The return to work process does not replace or override any other return to work processes created under any other law.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 18 OF 21


An employee with a disability may sometimes need to take time off work for a treatment, recovery, or other reasons. In addition, a disability such as an injury or illness can happen at any time and to any one of us. That is why the standard requires all employers (except [small organizations](#)) to develop a process that supports employees who have been absent due to a disability and require disability-related accommodations when they return to work.

The return to work process must:

- Be documented and outline the steps that will be taken to facilitate an employee's return to work.
- Use documented individual accommodation plans.
- The return to work process does not replace or override any other return to work processes created under any other law.

**Small Organization:** Refers to a private or not-for-profit organization that provides goods, services or facilities to the public or to other organizations and has one to 49 employees in Ontario. It does not include the Government of Ontario, Legislative Assembly, or designated public sector organizations.

## Page 19 of 21: Knowledge Check

Ontario 
Employment Standard

### Knowledge Check

**In what instances must an employee's individualized workplace emergency response information be reviewed?** (Choose all that apply and select Submit Response.)

- A** During their yearly performance review
- B** When you review your organization's emergency response policies
- C** When the employee moves to a different location in your organization
- D** At least every two years

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[Return to website](#)
PAGE 19 OF 21

**In what instances must an employee's individualized workplace emergency response information be reviewed?** (Choose all that apply and select Submit Response.)

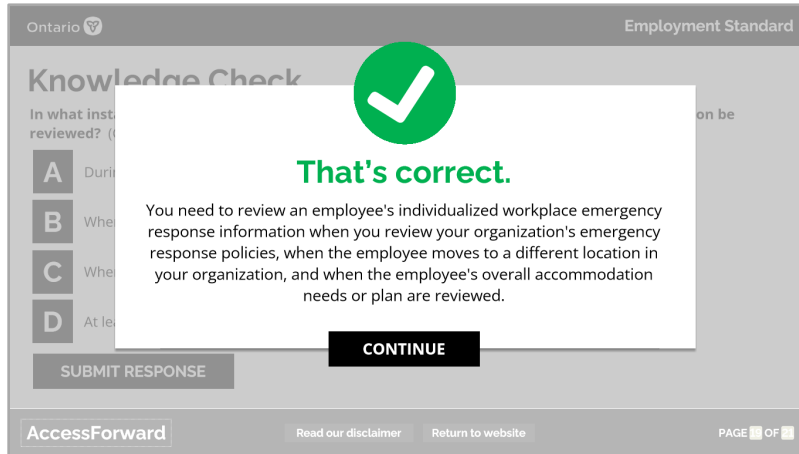
A - During their yearly performance review

B - When you review your organization's emergency response policies

C - When the employee moves to a different location in your organization

D - At least every two years

**SUBMIT RESPONSE**

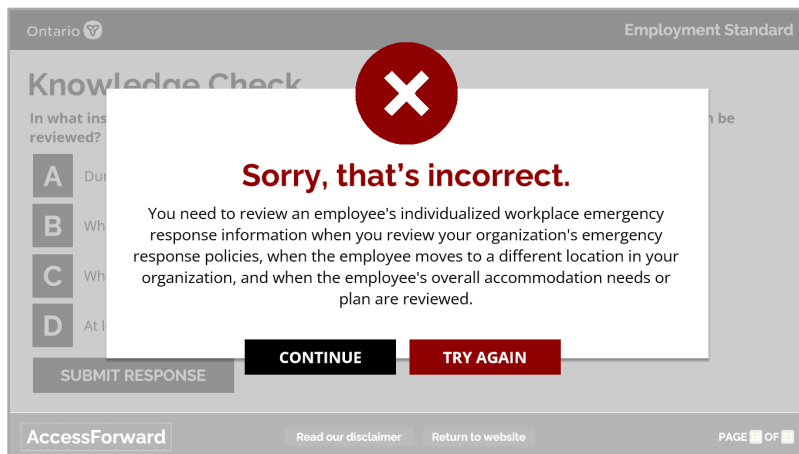


**B, C**

**That's correct.**

You need to review an employee's individualized workplace emergency response information when you review your organization's emergency response policies, when the employee moves to a different location in your organization, and when the employee's overall accommodation needs or plan are reviewed.

**CONTINUE**



**A, D**


**Sorry, that's incorrect.**

You need to review an employee's individualized workplace emergency response information when you review your organization's emergency response policies, when the employee moves to a different location in your organization, and when the employee's overall accommodation needs or plan are reviewed.

CONTINUE

TRY AGAIN

## Page 20 of 21: Summary



Ontario 
Employment Standard

### Summary

You have now completed the Employment Standard module.

#### Module Topics

<ul style="list-style-type: none"> <li>✓ About the Employment Standard</li> <li>✓ Informing Employees of Supports</li> <li>✓ Accessible Recruitment Process</li> <li>✓ Accessible Formats and Communication Supports</li> <li>✓ Documented Individual Accommodation Plans</li> </ul>	<ul style="list-style-type: none"> <li>✓ Workplace Emergency Response Information</li> <li>✓ Performance Management, Career Development, and Redeployment</li> <li>✓ Return to Work Process</li> <li>✓ Compliance Deadlines for the Employment Standard</li> </ul>
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PAGE  OF 

You have now completed the Employment Standard module.

### Module Topics

- ✓ About the Employment Standard
- ✓ Informing Employees of Supports
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- ✓ Documented Individual Accommodation Plans
- ✓ Workplace Emergency Response Information
- ✓ Performance Management, Career Development, and Redeployment
- ✓ Return to Work Process
- ✓ Compliance Deadlines for the Employment Standard

## Page 21 of 21: Certificate

The screenshot shows a webpage titled 'Employment Standard' with the Ontario logo. On the left, under the heading 'Certificate', it states: 'AccessForward cannot certify completion. It is the responsibility of the individual to certify that they have completed the module content.' Below this, it says: 'If you are required to provide confirmation of your training covered in this module, a sample completion certificate which you can sign and date is provided on the [AccessForward.ca](https://www.accessforward.ca) website.' A 'Download Certificate' button is visible. On the right, a sample 'Certificate of Training' form is shown, titled 'Integrated Accessibility Standards Regulation'. It includes a line for a signature and date, and a list of checkboxes for various standards: 'Required topics for the Customer Service Standard training', 'General Requirements', 'Requirements of the Information and Communications Standard', 'Requirements of the Employment Standard', 'Requirements of the Design of Public Spaces Standard', 'Requirements of the Transportation Standard', and 'Ontario Human Rights Code, as it relates to people with disabilities'. The footer of the page includes the AccessForward logo, 'Read our disclaimer', 'Return to website', and 'PAGE 1 OF 1'.

AccessForward cannot certify completion. It is the responsibility of the individual to certify that they have completed the module content.

If you are required to provide confirmation of your training covered in this module, a sample completion certificate which you can sign and date is provided on the AccessForward.ca website.

## Download Certificate

## Disclaimer

This training resource is provided as information and not legal advice and should you require assistance in interpreting the legislation or the regulation, please contact your legal adviser. This resource has been created to assist in understanding the legislation and/or regulation and does not replace the official version of the Integrated Accessibility Standards Regulation, Ontario Regulation 191/11 and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If there is any conflict between this resource, the Integrated Accessibility Standards Regulation and the AODA, the regulation and the AODA are the final authorities.

## Disclaimer Statement

Completion of this AccessForward training course by an individual should not be construed as compliance by them or their organization with the AODA and its regulation.

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