

**Kelsey School Division
Box 4700
The Pas, MB R9A 1R4**

Code: ECAC

EQUAL OPPORTUNITY EMPLOYMENT ACCESSIBILITY

- A. In accordance to the Accessibility Employment Standard Regulation (70/2019), the Kelsey School Division is committed to identifying, preventing and removing workplace barriers to employee participation.
- B. Recruiting Employees
1. Potential applicants will be advised of the availability of reasonable accommodation respecting the assessment or selection process, and materials or activities to be used in the process.
 2. The Kelsey School Division will consult with an applicant requesting an accommodation to deal with this process.
- C. Training
1. Persons responsible for the recruitment process, including supervision, management, promotion, termination, etc. must be provided with and complete accommodation training.
 2. Training instruction must include removing barriers to persons disabled, interacting and communicating with the disabled, including those who use an assistive device, support person or service animal, as well as a review of The Human Rights Code, Accessibility for Manitobans Act, and the Regulation 70/2019.
 3. Training is to be provided as soon as reasonably practical, and may be ongoing when changes to Kelsey School Division policies and practices occur.
 4. A summary of the content of the training and delivery components must be documented.
- D. Performance Management
1. Employee management, the process to manage the work, to plan, to monitor or to review the employee's work objectives, are to consider barriers in the workplace and the employee's accommodation plan.
 2. Employers must provide information on or changes to measures, policies and practices regarding disabled employees.
- E. Return to Work Process
1. The process will describe the accommodations required to facilitate a return to work. An individualized accommodation plan will document the details, and be reviewed on a regular basis to ensure changes and updates are made.
 2. The Workers Compensation Act will prevail if there is a conflict.
 3. An employee's personal and health information is to be protected.
- F. Workplace Emergency Response
1. Emergency response plans for the needs of a disabled worker are required.
 2. With the employee's consent, necessary information to a person designated to assist may be shared.