

## Providing Accessible Employment for People with Disabilities

*Purpose:* MCAN is committed to removing barriers and meeting the accommodation needs of persons with disabilities to create a workplace that provides equal employment opportunities and employment practices throughout all stages of the employment life cycle.

*Policy:* **Alternate formats for Job Applicants and Employees with Disabilities**

When an employee or a job applicant with a disability makes a request for information to be provided in an alternate format, MCAN will consult with the person making the request to determine a suitable format that takes the employee's or job applicant's accessibility needs into account. The information will be provided or arranged for in a timely manner.

### **Accessible Workplace Emergency Response Information**

MCAN will develop individualized emergency response information to employees who have a disability and will provide the plan in an accessible format (if the disability is such that the individualized information is necessary and MCAN is aware of the need for an accommodation). In addition, this information will be provided, with the employee's consent, to any person the employee designates as a support person. Individualized emergency response information will be provided as soon as is possible.

MCAN reviews individualized workplace emergency response information when:

- The employee moves to a different location in the organization;
- The employee's overall accommodations needs or plans are reviewed or when;
- MCAN reviews its general emergency response policies.

Please refer to Emergency Response Planning for Employees with Disabilities Policy.

### **Recruitment, Assessment, Selection and Hiring**

When recruiting, MCAN will provide reasonable accommodations for applicants with disabilities. Candidates will be notified during the recruitment process that an accommodation can be provided upon request.

If a selected job applicant requests an accommodation, MCAN will consult with the applicant and provide suitable accommodation that takes the person's accessibility needs into account.

## **Notice to Successful Job Applicants and Employees About Accommodations**

MCAN will make available to all employees the policies in place to support persons with disabilities within a reasonable amount of time. Employees will be notified regarding any changes to these documents.

This information will be posted on MCAN's internal and external website. Upon request, this information will also be provided in an alternate format which will take an employee's accessibility needs into account.

In addition, all employees will be trained by January 1<sup>st</sup>, 2016 on how to meet the accommodation needs of persons with disabilities.

### **Individual Accommodation Plans**

For employees who require accommodations, an Individual Accommodation Plan will be developed. The Individual Accommodation Plan will involve a collaborative effort between the employee, their manager and Human Resources.

### **Return to Work from a Medical Leave**

Employees who require accommodations upon their return to work from a medical leave, will notify our third party adjudication providers of their restrictions and limitations. Human Resources will be advised of the accommodations required and will make necessary adjustments so that the accommodation can be supported. Human Resources will update the return to work plan as changes to the employee's functional status become available.

### **Performance Management, Career Development and Advancement and Redeployment**

MCAN will take accessibility needs and individual accommodation plans into consideration for employees with disabilities during the performance review and management process, career development and advancement opportunities and when an employee is redeployed.

*Eligibility/Scope*

This policy applies to all current and potential MCAN employees.

*Employee Responsibilities*

Employees are responsible for:

- Notifying Human Resources or the hiring manager if an accommodation is required during the interview or testing stage or at any point during the interview process.
- Participating and providing feedback on the individual emergency response information, return to work and individual accommodation processes.
- Completing any training or information sessions provided by MCAN.

*Manager  
Responsibilities*

Managers are responsible for:

- Consulting with employees or job applicants who require information in an alternate method to determine a suitable format that takes the person's accessibility needs into account. The information will be provided or arranged for in a timely manner.
- Providing suitable accommodation during the recruitment process that takes the person's accessibility needs into account.
- Ensuring all employees receive the required training

*Human Resources  
Responsibilities*

Human Resources will be responsible for:

- Notifying employees and the public about the provision of accommodations and policies used to support those with disabilities.
- Assisting in the development of individualized emergency response plans, individualized accommodation plans and return to work plans in an accessible format for employees with disabilities.
- Ensuring that training is being completed by all MCAN employees, both current and new, and to ensure that proper records are being kept of the training.
- Updating training on an annual basis to accommodate any changes in the legislation.

*References/Appendix/  
Attachments*

- Emergency Response Planning for Employees with Disabilities Policy
- Individual Accommodation Process document
- Return to Work Process document

*Contact for clarification  
or Questions*

Your Human Resources Representative or [askhr@mcap.com](mailto:askhr@mcap.com).