Section of Policy Manual: Personnel	Policy No. : PER-19
Subject: Accessibility and Staff	Policy Approval Date: May 8, 2025
Year of next review: May 2029	Last Review/Revision Date: **NEW**

Section 1: POLICY STATEMENT

This policy outlines the specific requirements of accessibility as it relates to Gravenhurst Public Library staff.

In accordance with the *O. Reg 191/11,* relating to the **Accessibility for Ontarians with Disabilities Act** 2005 (AODA), the Gravenhurst Library Board developed Policy PAT-04 Accessibility in the Library which includes the required sections supporting accessibility, in specific areas such as the Library's facility, website, programs, collection and communications. Policy PER-06 Hiring and Orientation refers to training on *AODA* regulations and the **Ontario Human Rights Code**, accommodation for job applicants, and accommodation plans.

Section 2: JOB DESCRIPTIONS

Related to the **Integrated Accessibility Standards Regulation** (IASR) (O.Reg 191/11 as amended by O.Reg 165/16)*,* the Gravenhurst Public Library has made a statement of organizational commitment in all areas from information and communication to employment. All newly hired employees will receive copies of and be familiar with policies PER-06, PAT-04 and this policy PER-19.

Section 3: TRAINING

The GPL Board has established Policy PAT-04 Accessibility in the Library which covers Accessible Customer Service, and which meets all requirements in ensuring that customers are provided service in accordance with the key principles of dignity, independence, equitable opportunity, integration, and responsiveness. The Library will provide training to its Board members, staff, and volunteers on how to provide customer service to people with disabilities as well as record who has received it and when as per *O. Reg 191/11*. All employees will be familiar and act in accordance with these Accessible Customer Service ideals.

Section 4: EMERGENCY RESPONSE

The Library is obligated to be prepared for emergency situations and has policies addressing emergency preparedness (see Policies PER-17 Health and Safety *and* FAC-02 Safety, Security and Emergencies). The Library supports employees who have a disability by providing the employee with individualized workplace response information. An employee with a disability that may put them at risk in the case of an emergency will be encouraged to work with the CEO/Chief Librarian and/or the Library's Health and Safety staff representative to identify potential barriers.

Section 5: SUPPORT PROCESS

1. The Gravenhurst Public Library supports employees with disabilities by considering the employee's accessibility needs.

2. Upon request, and in consultation with the employee with a disability, the Library will provide or arrange for accessible formats and communication support for information that is needed for the employee to perform their job, as well as information that is generally available to all employees.

3. The CEO/Chief Librarian will develop, and document processes to support the needs of employees with disabilities in the following areas:

    a. An individual accommodation plan which meets the legislated requirements of the *Integrated Accessibility Standards Regulation*;
    b. Return to work for employees requiring accommodations after an absence due to an injury or illness; and
    c. Notice of career development and advancement opportunities.

4. The CEO/Chief Librarian may require the employee to provide a doctor's letter confirming accommodation requirements. The cost of preparing such a letter will be covered by the Library.

Related Documents:

Accessibility for Ontarians with Disabilities Act 2005
Ontario Human Rights Code R.S.O. 1990
Integrated Accessibility Standards Regulation **(**IASR) (O.Reg 191/11 as amended by O.Reg 165/16)
Gravenhurst Public Library Policy PAT-04 Accessibility in the Library
Gravenhurst Public Library Policy PER-06 Hiring and Orientation
Gravenhurst Public Library Policy PER-17 Health and Safety
Gravenhurst Public Library Policy FAC-02 Safety Security and Emergencies