

WORKPLACE ACCOMMODATION CHECKLIST FOR EMPLOYEES

The organization has an updated workplace accommodation policy that references both the Ontario Human Rights Code and Accessibility for Ontarians with Disability Act.	
Under the Integrated Accessibility Standard regulation, the accommodation policy is referenced in the organization’s hiring policies and practices	
A copy of the accommodation policy is included in the Employee Handbook	
The accommodation policy is part of the organization’s orientation/onboarding of new hires/placement students	
Policy includes how employees can initiate a request for an accommodation	
Policy includes how the accommodation procedures works	
Policy includes the responsibilities of both the employer and the employee	
Policy states that employees are required to participate in the accommodation process	
Policy is clear regarding the type of documentation required to request an accommodation (medical, family, religious) including information regarding limitations or restrictions	
Policy includes how medical information is secured and kept confidential	
The organization documents all requests for an accommodation and any actions/steps taken	
Requests for an accommodation are accepted in good faith and responded to in a timely manner	
The organization has current job descriptions including the essential duties	
The organization reviews each request for accommodation on its own merits	
The organization has a medical release form before requesting medical information	
The organization pays for medical reports to support the request for an accommodation	
The organization ensures the information requested is directly related to accommodation	
Employees, Board members, & placement students are trained on the OHRC as it pertains to individuals with disabilities	
The organization has a return-to-work policy and forms	

CHILD CARE ACCOMMODATION CHECKLIST FOR CHILDREN & FAMILIES

The organization has an updated accommodation policy to reflect the Ontario Human Rights changes for children with disabilities	
A copy of the accommodation policy is included in the Parent Handbook	
Policy includes how parents can initiate a request for an accommodation	
The organization has an accommodation request form	
The organization documents all requests for accommodation including actions/steps taken	
Policy includes how the accommodation process works	
Policy states that parents/guardians are required to be active participants in the accommodation process including providing supporting documentation as required	
Policy outlines the information required from the parent/guardian	
Policy is referenced during the application, registration, and admission process	
The policy is reviewed with the parent/guardian during registration and again when the parent/guardian receives the Parent Handbook	

The information contained in this handout is intended as a general guide only. The samples provided are to be used as tools only; organizations must create their own policies. It is not intended to replace professional advice. If legal advice is required for a specific issue or situation, centres/organizations should contact a lawyer. Please be advised that TJ Solutions cannot give legal advice.