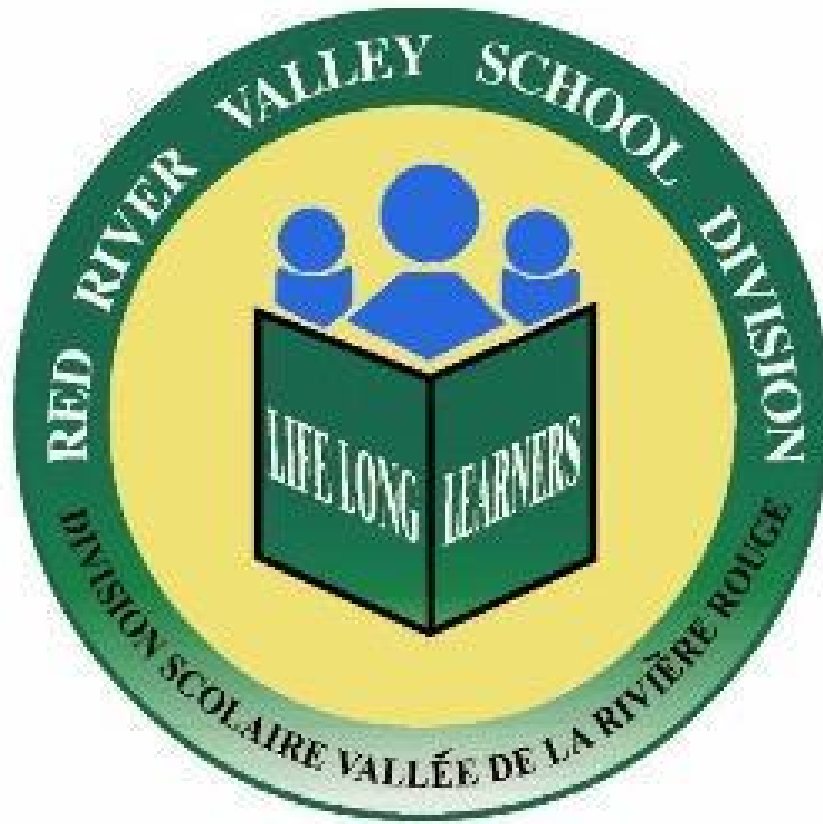


Red River Valley School Division

Accessibility Plan 2022-2024



This document is available in alternate formats, on request.

Date of first approval: March 31, 2022

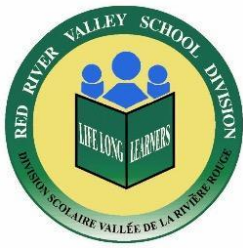


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PART 1: BASELINE REPORT

BARRIERS: ACCESSING PROGRAMS, FACILITIES AND SERVICES

Red River Valley School Division has identified two general types of barriers Manitobans may face in accessing programs, facilities and services.

1. Physical barriers (access) to people with disabilities in a way that considers their disabilities.
2. Communication barriers (access) to people with disabilities in a way that considers their disabilities.

OVERVIEW OF PROGRAMS AND SERVICES

The Red River Valley School Division has 13 public schools for Grades K to 12. Four of these schools are Hutterite Colony Schools. We offer English, French Immersion, Francais Partiel and Technical Vocational Programs. The Red River Valley School Division is a partner in the Red River Valley Technical Vocational Program. The division also owns two bus garages, and two administration offices located in Morris and Domain. The target population for this plan includes staff, students, parents and community members.

ACCESSIBILITY ACHIEVEMENTS

- Automatic door openers in 75% of our buildings
- Ramps in some buildings
- 4 wheelchair accessible buses available for students
- Funding provided for sign language translators
- FM systems in classrooms
- Grooming rooms in 90% of our schools
- Augmentative and alternative communication (AAC) devices available for students
- Translators for persons who do not speak English as a first language and for ASL

- Employees have access to information via the website and G-Suite
- Most buildings have wheelchair accessible washrooms
- We have a policy for service animals for students
- Text to speech and speech to text devices are available for students
- Visual materials are available for students
- An accessibility working group has been established and an updated list of achievements and barriers have been identified
- A policy has been developed to remove barriers and maintain accessibility
- Accessibility evaluation checklists completed at all schools to identify barriers

BARRIERS TO ACCESSIBILITY

- Some buildings do not have automatic door openers
- The division and school websites are not accessible to everyone
- Not all buildings have wheelchair accessible washrooms
- Interpreters - we have a budget established but availability of interpreters is a challenge
- Written material is mostly in English
- Visual materials for adults not available
- Secretary desks are high in some schools and it may be difficult for secretaries to see public entering the building
- Some school division grounds do not have accessible parking
- Door knobs should be lever handles in all of our buildings
- Some school libraries are not wheelchair accessible
- Most buildings have narrow doorways
- Accessibility signage is absent in more buildings
- Not all employees are aware of the accessibility legislation
- Most of our buildings do not have gender neutral washrooms

ACCESSIBILITY BARRIERS BY SCHOOL

- **ECOLE HERITAGE IMMERSION:**
 - Accessible entrance is not clearly marked with the international symbol of accessibility.
 - All doors are outfitted with knobs instead of lever handles.

- **J.A. CUDDY SCHOOL:**

- Accessible entrance not located along the barrier-free path of travel.
- Accessible entrance and washroom are not clearly marked with the international symbol of accessibility.

- **LOWE FARM SCHOOL:**

- No accessible parking.
- Accessible entrance is not clearly marked with the international symbol of accessibility.
- All doors are outfitted with knobs instead of lever handles.
- Counters in the office area are not accessible.
- Grooming room not equipped with a shower.

- **MORRIS SCHOOL:**

- No accessible parking.
- Accessible entrance is not clearly marked with the international symbol of accessibility.
- Some doors are not equipped with lever handles or self-closing mechanisms.
- No accessible washroom.
- Counters in the office area are not accessible.

- **OAK BLUFF COMMUNITY SCHOOL:**

- No accessible parking.
- Accessible entrance is not clearly marked with the international symbol of accessibility.

- **ROSENORT SCHOOL:**

- No accessible parking.
- Accessible washroom is not clearly marked with the international symbol of accessibility.
- Some doors are not equipped with lever handles.
- Counters in the office area are not accessible.

- Grooming room is not currently wheelchair accessible.
- **SANFORD COLLEGIATE:**
 - Accessible entrance is not clearly marked with the international symbol of accessibility.
 - Counters in the office area are not accessible.
- **STARBUCK SCHOOL:**
 - No accessible entrance with automatic door opener into the building.
 - Some doors are not equipped with lever handles and self-closing mechanisms.
 - Counters in the office area are not accessible.
 - No grooming room.

PART 2: ACCESSIBILITY PLAN

STATEMENT OF COMMITMENT

The Red River Valley School Division is committed to ensuring equal access and participation for all people, regardless of their abilities. We are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion. We are committed to meeting the needs of people who face accessibility barriers by identifying, removing and preventing these barriers and by meeting requirements of the *Accessibility for Manitobans Act*.

POLICIES

The Red River Valley School Division currently has two policies on accessibility:

[FJA - Accessibility](#)

[IMGA - Use of a Certified Service Dog](#)

RRVSD will adhere to the [Accessibility for Manitobans Act](#) and the [Accessible Employment Standard Regulation](#).

ACTIONS

ACTION 1: Reduce Accessibility Barriers	Expected Outcomes:
<p>Divisional and School websites will be updated.</p> <p>Accessibility working group will continue to develop the process for responding to requests for accessible supports and services</p> <p>Existing School and Divisional budgets will be used to address accessibility requirements as they are defined and prioritized in our 5 year capital plan.</p>	<p>To increase accessibility for users.</p> <p>Advertising the availability of alternate formats for all of our publications.</p> <p>Accessibility plan will be reviewed in 2024.</p>

ACTION 2: Awareness	Expected Outcomes:
<p>At an admin group and department manager meeting, discuss and identify:</p> <ul style="list-style-type: none"> • Accessibility achievements • Accessibility barriers • Review accessibility standard for customer service. <p>All staff will review:</p> <ul style="list-style-type: none"> • Accessibility achievements • Accessibility barriers • The Accessibility Standard for Customer Service. <p>At a Board Meeting review:</p> <ul style="list-style-type: none"> • Accessibility achievements • Accessibility barriers • The Accessibility Standard for Customer Service. 	<p>A process was developed to train all new staff in Accessible Customer Service.</p> <p>All staff will be made aware of our new Accessibility Plan by June 30, 2022.</p> <p>All staff have been trained on employee safety during emergencies.</p>

ACTION 3: Policies	Expected Outcome:
<p>Develop and review existing procedures and policies that will increase accessibility.</p>	<p>To ensure all policies meet current legislation.</p>

CONTACT

Contact Person: Brad Curtis (Superintendent)

Phone: (204) 746-2317 ext. 2225

Email: bcurtis@rrvsc.ca

Date: March 31, 2022

APPENDIX

GLOSSARY

Accessible Format: A format of information that is used to facilitate effective communication by or with a person disabled by a barrier, and includes large print, recorded audio, electronic formats and braille.

Assistive Devices: Items that ease the strains of daily activities. They include medical equipment, mobility aids, information technologies, practical aids, and gadgets to suit many different needs.

Barrier: For a person who has a physical, mental, intellectual or sensory disability, a barrier is anything that interacts with that disability in a way that may hinder the person's full and effective participation in society on an equal basis. The following are examples of barriers:

- ***Attitudinal barriers*** result in prejudice or misunderstanding that limit participation and opportunities.
- ***Information and communication barriers*** prevent people from easily accessing information.
- ***Architectural or environmental barriers*** are features of buildings or spaces that limit access for people with disabilities.
- ***Technological barriers*** occur when not everyone can access a message or service because the device is not accessible or the user has not considered accessibility features.
- ***Systemic barriers*** are policies, practices or procedures that discriminate against people with disabilities.

Communication Supports: A support used to facilitate effective communication by or with a person disabled by a barrier, and includes sign language, captioning and augmentative, and alternative communication supports.

Reasonable Accommodation: An adjustment to how things are normally done in order for an employee to perform their employment responsibilities or access the benefits available to them, by virtue of their employment that would not result in undue hardship to the employer.

REFERENCES

The Accessibility for Manitobans Act (C.C.S.M. c. A1.7)

<https://web2.gov.mb.ca/bills/40-2/b026e.php>

Manitoba Human Rights Code (C.C.S.M. c. H175)

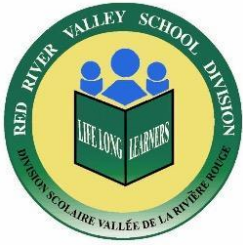
<https://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>

Accessible Employment Standard Regulation (A1.7-M.R. 70/2019)

https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=70/2019

Customer Service Standard Regulation (A1.7-M.R. 171/2015)

https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=171/2015



ACCESSIBLE CUSTOMER SERVICE PROCEDURE RED RIVER VALLEY SCHOOL DIVISION

The Red River Valley School Division is committed to complying with the Accessibility Standard for Customer Service under the *Accessibility for Manitobans Act*. Our policies and procedures reflect the principles of dignity, independence, integration and equal opportunity for people with disabilities.

If a barrier to accessing our goods or services cannot be removed, RRVSD will seek to provide alternate ways to access the goods or services.

The following statements and procedures are intended to meet the requirements of the Accessibility Standard for Customer Service. This procedure applies to all stakeholders (students, parents/guardians, community members, employees, volunteers or others).

1. MEETING COMMUNICATION NEEDS.

The Red River Valley School Division meets the communication needs of our stakeholders.

Procedures:

- To meet communication needs, when appropriate we offer to communicate in different ways such as writing things down, reading things out loud, and taking extra time to explain.
- Other examples include but are not limited to:
 - Keep paper and pens available for communication
 - Offer a chair when longer conversations are needed
 - Offer a quieter space
 - Sit down to engage with someone using a wheelchair
- All of our publications include the statement: “This publication

is available in alternate formats on request”.

- RRVSD uses signs and documents that are easy to read, taking into consideration the use of plain language, larger fonts, color contrast, and text that is separated from images.

2. ACCOMMODATING THE USE OF ASSISTIVE DEVICES.

The Red River Valley School Division accommodates the use of assistive devices when stakeholders are accessing our goods, services or facilities.

Procedures:

- RRVSD does not touch or move assistive devices without permission.
- We provide training in the use of assistive devices as required.
- In cases where the assistive device presents significant and unavoidable health or safety concerns, we attempt to use other measures to ensure the person with disabilities can access our goods, services or facilities.

3. WELCOMING SUPPORT PERSONS

The Red River Valley School Division welcomes support persons and we let the public know in advance if support persons have to pay admission or service fees.

Procedures:

- RRVSD will address the stakeholder, and not the support person, unless requested by the stakeholder to do otherwise.
- We make space for support persons on-site and ensure that stakeholders have access to their support persons at all times.
- RRVSD will waive admission or service fees for support persons, or will share information about fees for support persons if required.

4. ALLOWING SERVICE ANIMALS

The Red River Valley School Division supports and recognizes that the use of a certified service animal may be required. Reference policy *IMGA - Use of a Certified Service Dog*.

5. MAINTAINING ACCESSIBILITY FEATURES

To ensure barrier-free access to our goods, services or facilities, RRVSD maintains our accessibility features so they can be used as intended.

Procedures:

- RRVSD organizes our space so that there is room for people with wheelchairs, electric scooters, and walkers.
- Our seating accommodates people of varying sizes and abilities.
- We keep hallways, aisles, entrance and reception areas, waiting rooms and meeting rooms clear of clutter.
- We keep our entrance area clear of ice and snow.
- We place standing signs out of the way to avoid tripping hazards.
- We provide goods and or services to the stakeholder when our premises and structures are not accessible.
- Alternatives to our accessibility features include providing service at alternate locations.

6. INFORMING THE PUBLIC ABOUT WHEN AND WHY AN ACCESSIBILITY FEATURE IS UNAVAILABLE.

The Red River Valley School Division will inform the public as to when and why an accessibility feature is temporarily unavailable, how long it will be unavailable, and other ways to access our goods and services.

Procedures:

- If one of our accessibility features becomes temporarily

unavailable, we prepare and post a notice and/or announcement about the disruption, the reason for disruption, how long it will last, and whether there are other ways we can provide access to our goods and services (e.g., by using an alternate entrance).

- If requested, we will work with the stakeholder to find other ways to provide goods and services.
- We will inform the public about disruptions in one or more of the following ways:
 - Posting on website, social media and/or newsletters
 - Posting at our building entrance, reception desk and/or in high traffic areas.
 - Through employees, volunteers or management (in person, by phone or through recorded greetings).
 - Through a public address system or intercom.

7. PROMPTLY WELCOMING AND RESPONDING TO FEEDBACK.

The Red River Valley School Division welcomes and promptly responds to feedback that we receive on the accessibility of our goods and services.

RRVSD documents the actions we take to respond to the feedback we receive.

Procedures:

- RRVSD welcomes feedback by visiting our reception desk, or contacting us by phone or email.
- All feedback is directed to the appropriate administrator who determines what action, if any, should occur.
- If the feedback requires us to follow-up, the stakeholder is notified that the request is being reviewed and when they can expect a response.
- RRVSD will inform the stakeholder what action will be taken to address their feedback, if any.
- We respond to feedback in a way that meets the communication needs of the individual.

8. PROVIDING THE REQUIRED TRAINING FOR EMPLOYEES AND VOLUNTEERS.

The Red River Valley School Division provides the required training on accessible customer service to employees and volunteers. We are trained on:

- How to interact and communicate with people who face barriers to accessing goods and services, use assistive devices, are assisted by a support person and/or are assisted by a service animal.
- How to use any equipment or assistive devices that are available on-site.
- An overview of The Accessibility for Manitobans Act, The Human Rights Code (Manitoba), and the Customer Service Standard.
- Our divisional policies, practices and measures, including updates or changes.

Procedures:

- RRVSD trains new employees, volunteers and management after hiring.
- We provide refresher training, including updates to policies, practices and measures.
- Workplace Safety and Health records who has taken training and when.

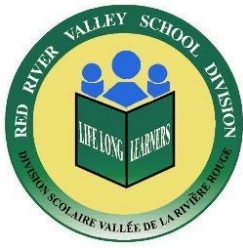
9. WRITTEN RECORDS OF ACCESSIBILITY POLICIES AND TRAINING PROCEDURES.

The Red River Valley School Division keeps a written record of our accessibility policies and training procedures. Our written documents include a summary of our training material and when training is offered.

We let the public know that our written policies and procedures are available on request.

Procedures:

- We let the public know that our accessibility and training policies are available in the following ways:
 - Posted on our website, social media, and/or in newsletters.
- We provide our policies within a reasonable timeframe, at no cost, and in a format that meets the needs of the individual.



ACCESSIBLE EMPLOYMENT STANDARD RED RIVER VALLEY SCHOOL DIVISION

The Red River Valley School Division is committed to complying with the Accessibility Standard for Employment under The *Accessibility for Manitobans Act*. Our policies, practices and measures reflect principles of dignity, independence, integration and equal opportunity for people with disabilities.

We aim to remove barriers in our workplace. If a barrier cannot be removed, RRVSD will seek to provide reasonable accommodations to affected employees.

The following statements, organizational practices and measures are intended to meet the requirements of Manitoba's Accessibility Standard for Employment and applies to all divisional management, human resources and employees.

PRE-EMPLOYMENT ACCESSIBILITY REQUIREMENTS

1. REMOVING BARRIERS TO RECRUITMENT AND SELECTION

The Red River Valley School Division will ensure that potential applicants are informed of reasonable accommodations available to all people with disabilities during the recruitment and selection process. RRVSD will consult with individuals upon receiving a request for accommodation and respond to all inquiries to provide reasonable accommodation.

Practices and Measures:

- RRVSD will include a statement on all job advertisements to

notify potential candidates that accommodations are available to applicants with disabilities.

- We will work with the applicant and utilize the best practices to provide reasonable accommodation where requested.

2. COMMUNICATION OF WORKPLACE ACCOMMODATION

The Red River Valley School Division will notify successful applicants of the policies, procedures, and practices for accommodating employees with disabilities.

Practices and Measures:

- All relevant information regarding workplace accommodations will be provided to new employees as soon as practicable during the new employee orientation and onboarding process.
- RRVSD is committed to providing information in a way that meets the needs of its employees with disabilities by communicating all updates regarding accommodation measures, practices and procedures.

EMPLOYMENT ACCESSIBILITY REQUIREMENTS

3. ACCOMMODATION PROCEDURES AND PRACTICES INFORMATION

The Red River Valley School Division will keep our employees informed about our accommodation measures, procedures and practices for employees with disabilities. We also provide updates to employees when this information changes.

Practices and Measures:

- RRVSD provides information to employees about our procedures for employees with disabilities and any updates in multiple ways including:
 - Posted on our website
 - Through new employee orientation
 - Through staff emails when changes are made to policies

and procedures

4. COMMUNICATION OF WORKPLACE ACCOMMODATION

The Red River Valley School Division aims to meet the needs of our employees by providing workplace information and communications in ways that are easy to access for everyone.

If requested by an employee with a temporary or permanent disability, we:

- Consult with the employee to identify the accessible formats, or communication supports needed when providing information to an employee.
- Ensure that identified accessible formats or communication supports are continually used when providing information to the employee.

Practices and Measures:

- To meet an employee's communication needs, we ask the employee what accessible formats or communication support is most appropriate for them.
- We provide information to employees in multiple ways to meet everyone's needs, including posting information in staff rooms and circulating information via email.

5. INDIVIDUALIZED ACCOMMODATION PLANS

Our aim is to provide reasonable accommodations by developing and documenting individualized accommodation plans for employees with disabilities when requested.

RRVSD supports their employees with disabilities by providing reasonable accommodations in the workplace. Upon request to a supervisor, RRVSD will provide reasonable accommodation for employees with disabilities through the development of individualized plans. These individualized plans will be subject to review on a regular basis and over the course of employment.

All requests will be assessed on an individual and case by case basis. Documentation from a health practitioner that supports the need for accommodation may be requested.

RRVSD strives to meet the needs of our employees by providing them with a copy of their plan, or an explanation for denying the request to introduce a plan, in a format and with any communication supports to meet the needs of the employee.

Practices and Measures:

- The individualized accommodation plan includes:
 - Accessible formats and communication supports, if requested.
 - Workplace emergency response information, if required.
 - Details of how and when any other accommodations will be provided.
 - When the plan will be reviewed.
- Our employees will participate and cooperate in the accommodation process by:
 - Providing related information and taking part in assessments, if requested by the employer.
 - Complying with the individualized accommodation plan.
 - Offering ongoing feedback related to modifications, including whether the accommodation is no longer required.
- Supervisors will be required to review the agreed-upon schedule and accommodation plan with the employee on a regular basis.
- Supervisors will also review an employee's individualized accommodation plan, and update if required when:
 - The employee's workplace is modified or relocated.
 - The employee's responsibilities have changed.
 - Other workplace changes have occurred that affect the accommodation.
 - The employee has made a request to review and update the accommodation plan.

Reasons for denying a request:

- We may deny an employees request for an individualized

accommodation plan in the following circumstances:

- The employee is able to carry out most of the job without an accommodation.
- The independent regulated health professional(s) does not support the employee's self-assessed requirement for a workplace accommodation.
- Our research and evidence shows that the accommodation request would cause undue hardship, such as creating a safety risk to the individual, other personnel, or a significant measurable financial burden.
- The functional limitation is a bona fide work requirement where the requested accommodation will not enable the employee to perform the job's essential functions.
- The employee's request for reasonable accommodation is primarily for non-disability reasons rather than because of a disability.

RRVSD will maintain employee privacy regarding all accommodation requests, plans, and personal health information in compliance with current legislation and follow the Privacy Maintenance of the herein document.

6. PERFORMANCE MANAGEMENT

The Red River Valley School Division ensures that our performance management process takes into account:

- That an employee may be temporarily or permanently disabled by one or more barriers in the workplace.
- An employee's individualized accommodation plan
- That the accommodations provided for an employee may not fully address a workplace barrier.

Practices and Measures:

- We meet with staff who have an individualized accommodation plan annually to discuss new or existing workplace accommodations.
- We speak with employees when they do not follow division

policy or meet expectations.

- We discuss existing workplace accommodations and propose modifications or new workplace accommodations if we believe this could help improve the performance of an employee with a disability.

7. CAREER DEVELOPMENT

When providing career development, training or opportunities for internal advancement or reassignment, we ensure the process for recruiting and selecting candidates takes into account:

- That an employee may be temporarily or permanently disabled by one or more barriers in the workplace.
- An employee's individualized accommodation plan
- That the workplace accommodation provided for an employee with a disability may not fully address the workplace barrier.
- Our practices and measures aim to ensure that workplace accommodations do not negatively affect access to career development.

Practices and Measures:

- We recruit and select candidates based on objective criteria, such as current training, job experience, skills and number of years on the job.
- If a candidate has an individualized accommodation plan, we ensure it is adequate to address any barriers presented by the new opportunity, or we modify the plan accordingly.
- Our training program and methods for career development are accessible to all employees. If a barrier is identified, we attempt to remove or reduce it.

8. RETURN TO WORK / MODIFIED DUTIES

The Red River Valley School Division is committed to providing a safe and healthy working environment for employees who are (or have been) absent from work due to a disability or health condition and who require reasonable accommodation in order to return to work.

Practices and Measures:

- RRVSD will communicate with all parties involved to determine reasonable accommodation and provide meaningful work to the affected employee, within modified duties or alternative work that are safe and within the employee's functional abilities.
- Our goal is to assist an employee with gradually returning to work to their full capacity.

9. WORKPLACE EMERGENCY RESPONSE INFORMATION.

The Red River Valley School Division will notify all employees of steps to be taken during emergencies, to ensure the safety of employees who are temporarily or permanently disabled. We ensure our workplace emergency response information is specific to each employee's needs, while also taking into account the physical nature of an employee's workplace.

Once we learn an employee requires assistance during a workplace emergency, we will offer the employee an individual workplace emergency response information plan within a reasonable time frame.

We review workplace emergency response information provided to an employee each time:

- The employee is moved to a different workspace.
- The employee's workspace is modified.
- We are informed of any changes regarding an individual's disability (ie: a temporary disability no longer exists, etc.).
- We review our general emergency response plans and make changes that would affect the employee's response to an emergency in the workplace.

Practices and Measures:

- Should an employee require the assistance of another person during an emergency, RRVSD will obtain consent from the employee who will be assisting, and will inform that person on

how to assist.

- RRVSD will inform employees of the workplace emergency response information during orientation, along with the building emergency plans, and inquiry of staff as to whether they need assistance during an emergency.
- Regular review and discussion of general accessibility will be included in the Accessibility Working Group meeting agenda. Identification of the barriers will be part of the WSH inspections.

10. PRIVACY MAINTENANCE

The Red River Valley School Division adheres to the requirements outlined in the legislation that addresses individual privacy rights, such as *The Freedom of Information and Protection of Privacy Act of Manitoba* and *The Personal Health Information Act of Manitoba*. RRVSD respects and protects the privacy and confidentiality of its employees as well as the employee's personal health information.

Practices and Measures:

- RRVSD only collects, uses and discloses the information required for the purposes of the Accessibility Standard for Employment unless otherwise agreed to by the employee.
- RRVSD follows proper protocols when storing confidential employee information, including but not limited to: confidential forms, locking file storage, and levels of security for human resources and managers to access personal health information.

11. STAFF TRAINING

The Red River Valley School Division provides training on how to accommodate employees with a disability to staff with the following responsibilities:

- Recruiting, selecting or training employees
- Supervising, managing or coordinating the work of employees.

- Promoting, redeploying or terminating employees.
- Developing and implementing employment policies and practices.

Practices and Measures:

- Training content includes:
 - How to make employment opportunities accessible to people with disabilities.
 - How to interact and communicate with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal.
 - An overview of The Accessibility for Manitobans Act, The Human Rights Code (Manitoba), and the Accessible Employment Standard.
- RRVSD trains its employees and managers as soon as reasonably possible. New employee training includes the overview of the accessible employment standard and practices and accommodation process.
- RRVSD communicates refresher training and policy updates to staff on a regular basis.

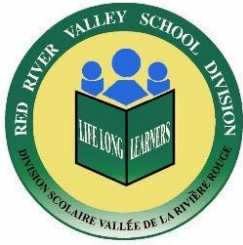
12. RECORD KEEPING

The Red River Valley School Division keeps a written record of its accessibility policies, training procedures and training materials. These documents include a summary of the training material's content and the date when the training was offered.

Practices and Measures:

- We will inform the public and its staff that our accessibility and training policies are available in the following ways:
 - Training
 - Policies and procedures posted on website
 - Included in staff email
 - Through employees or management
- Along with other related information, these policies and procedures are available upon request, in a format that meets

the needs of individuals with a disability, at no additional cost.



INDIVIDUALIZED ACCOMMODATION PLAN RED RIVER VALLEY SCHOOL DIVISION

1. REQUEST FOR AN INDIVIDUALIZED ACCOMMODATION PLAN

The Red River Valley School Division supports employees by providing reasonable accommodations in the workplace. An employee may make a verbal request or send a written request to their administrator, supervisor, or human resources for an individualized accommodation plan.

2. ASSESSMENT OF EMPLOYEE AND ACCOMMODATION REQUIRED

RRVSD will assess the employee and possible accommodations on an individual basis. We may request, and cover costs for, an evaluation by an independent regulated health professional or other practitioner in the area of workplace accommodations for employees with disabilities.

3. ASSISTANCE TO THE EMPLOYEE IN DEVELOPING THE ACCOMMODATION PLAN

An employee may request assistance in the development of the plan, including:

- A representative of the bargaining agent (union) if applicable.
- Another person who is knowledgeable about workplace accommodations for employees with disabilities.

4. CONTENT OF THE ACCOMMODATION PLAN

The individualized accommodation plan includes:

- Accessible formats and communication supports, if requested
- Workplace emergency response information, if required
- Details of how and when any other accommodations will be provided
- When the plan will be reviewed

5. REVIEW OF THE PLAN

Frequency of review: RRVSD will review an employee's individual accommodation plan annually. RRVSD will update the accommodation plan as required.

RRVSD will also review, and update if required, an employee's accommodation plan when:

- The employee's workspace is modified or relocated
- The employee's responsibilities have changed
- Other workplace changes have occurred that affect the accommodation
- The employee has made a request to review and update the accommodation plan

6. ACCESSIBLE FORMATS

RRVSD meets the communication needs of our employees by providing them with a copy of their plan or an explanation for denying the request to introduce a plan in a format that is accessible to the employee.

7. REQUESTS DENIED

RRVSD may deny an employee's request for an individualized accommodation plan in the following circumstances:

- The employee is able to carry out most of the job without an accommodation.
- The independent regulated health professional(s) does not support the employee's self-assessed requirement of a workplace accommodation.

- Our research shows that the accommodation request would cause undue hardship (eg., by creating safety risks to other employees or an unsustainable financial burden).

8. PROTECTION OF EMPLOYEE INFORMATION

RRVSD will protect the employee's personal information and personal health information at all times by taking the following steps:

- Using confidential forms
- Locking file storage and limiting access to human resources and administrators/supervisors only

Date of next review: _____

Approved by: _____