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THE MANITOBA TEACHERS' SOCIETY POLICY	Policy Name: **Accessible Employment**	Department / Section: **Human Resources**
		Date issued: **January 1, 2026**
	Approved by: **Executive Director**	Supersedes / Revision history:

1.0 Policy statements

1.1 Overview

The Manitoba Teachers' Society is committed to complying with The Accessibility for Manitobans Act (AMA, 2013) and the Accessibility Employment Standard Regulation. We strive to identify, remove, and prevent barriers for people with disabilities, and our policies reflect the principles of dignity, independence, integration and equal opportunity.

1.2 Purpose and Scope

This policy applies across the employment life cycle: recruitment, selection, onboarding, communication, accommodation, performance management, career development, training, emergency response, return-to-work, privacy, and record-keeping. It governs all full-time, part-time, seasonal, and temporary staff, as well as students, contractors, and volunteers engaged to perform work for The Manitoba Teachers' Society.

1.3 Definitions and Acronyms

1.3.1 AMA: Accessibility for Manitobans Act
1.3.2 IAPs: Individualized Accommodation Plans
1.3.3 RTW: Return to Work
1.3.4 HR: Human Resources

2.0 Procedures

2.2 Pre-Employment Accessibility Requirements

2.2.1 Remove barriers to recruitment and selection

    (a) Policy Statement:

        i. During recruitment we inform applicants that reasonable accommodations are available, and we respond promptly to requests.

    (b) Practices and Measures:

        i. Job postings include the following: "The Manitoba Teachers' Society is an equal opportunity employer, and consideration is given to the appointment of people in such a manner as to reflect the diversity of Manitoba's population. We encourage qualified individuals from all groups who have been historically disadvantaged with respect to employment to apply for positions in our organization. Individuals are encouraged to self-identify. Accommodations will be provided upon request to support applicants with disabilities throughout our recruitment process. Should you require an accommodation, please advise us during our initial communication and we will work to meet your needs."

        ii. When arranging interviews (verbally or in writing), we inform applicants that accommodations are available during assessment and selection.

        iii. Upon request, we consult with the application to determine the appropriate accommodation and implement it for interviews, assessments, and selection.

    (c) Accessible Interviewing Checklist (use when a disability is disclosed or an accommodation is requested):

        i. Location – confirm the site is accessible (parking, entrances, elevators, washrooms).

        ii. Room set-up – ensure interview space is accessible (aisles, tables, lighting, acoustics).

        iii. Timelines – allow flexible pacing/extra time where needed.

        iv. Support – allow a support person or service animal where requested.

        v. Paperwork – provide accessible formats; enable completion assistance if needed.

        vi. Technology – confirm compatibility with assistive devices and offer alternatives.

        vii. Communication – provide questions or materials in advance.

  2.2.2 Mention workplace accommodations when offering employment

    (a) Policy Statement

        i. We inform selected applicants of our accommodation measures, policies, and practices.

(b) Practices and Measures:
    i. Offers letters and onboarding materials include information about workplace accommodations and direct employees to this Policy and HR contacts.
    ii. Statement included in offers: "We will accommodate up to the point of undue hardship. The Manitoba Teachers' Society complies with the Accessible Employment Standard under The Accessibility for Manitobans Act. If you require accommodation, contact Human Resources."

2.3 Employment Accessibility Requirements

2.3.1 Policy Statement:
(a) We keep employees informed about our accommodation measures, policies, and practices for employees who are disabled by barriers in the workplace. Employees are made aware of any changes made to these policies.
(b) We provide information in accessible formats and with communication supports upon request.

2.3.2 Practices and Measures:
(a) Consult with the employee to identify the most appropriate format/support.
(b) Provide information in multiple ways (electronic accessible documents, large print, plain-language summaries, or other formats/supports as needed).
(c) Continue to use identified formats/supports for ongoing communications.

2.3.3 We keep employees informed and provide updates when policies change through:
(a) Emails, memos.
(b) Notices in high-traffic areas (e.g., staff rooms, reception).
(c) Staff meetings and discussions with supervisors/HR.

2.4 Individualized Accommodation Plans (IAPs)

2.4.1 Policy Statement:
(a) We provide reasonable accommodations by developing and documenting individualized accommodation plans for employees with employees with disabilities who request them.

2.4.2   Contents of an IAP:
  (a) Accessible formats and communication supports, if requested.
  (b) Workplace emergency response information, if required.
  (c) Details of accommodations to be provided timelines, and review dates.

2.4.3   Employee Participation responsibilities:
  (a) In order to assist the employer in determining reasonable accommodations, employees must be an active participant in the evaluation of their abilities.
  (b) Provide relevant information and, where applicable, take part in assessments at the employer's expense.
  (c) Follow the plan in good faith and provide ongoing feedback, including when modifications are needed or accommodations are no longer required.

2.4.4   Review cadence and triggers:
  (a) Review at 90 days after implementation and at least annually thereafter.
  (b) Review sooner when: duties change, workspace is modified or employee relocates, other workplace changes affect accommodation, or the employee requests an early review.

2.4.5   Process:
  (a) Requesting an IAP – Employees may request verbally or in writing to their manager or HR.
  (b) Assessment – We assess the employee's needs and potential accommodations individually; we may request supporting documentation from a regulated health professional. We may, at our expense, arrange an independent evaluation from a regulated professional or practitioner knowledgeable in workplace accommodations.
  (c) Assistance developing the plan – On request, the employee may involve a knowledgeable person and, where applicable, a union representative or other support.
  (d) Accessible formats – We provide copies of the plan in accessible formats and with communication supports, as needed.
  (e) Reasons for denying a request – We may deny a request if: an independent regulated health professional does not support the employee's self-assessed need; or evidence shows the request would cause undue hardship (e.g., significant measurable cost or health/safety risk). If denied, a written explanation will be provided.
  (f) Maintaining privacy – We protect confidentiality of accommodation plans and personal/health information (see Section 2.8).

2.5 Manage Performance

2.5.1 Policy Statements:
  (a) Our performance management process recognizes that an employee may be temporarily or permanently disabled by workplace barriers.
  (b) We consider each employee's IAP and whether existing accommodations fully address barriers.
  (c) We consider that the accommodations provided may not fully address a barrier that disables the employee.

2.5.2 Practices and Measures:
  (a) Meet early with new staff (within the first 5 days for onboarding check-in and again at 3 months), and at least annually thereafter to review progress, goals, challenges, and any accommodation needs, including emergency assistance.
  (b) When expectations or policies are not met, we discuss concerns and may issue verbal and written warnings where appropriate, considering whether barriers or disabilities are connected to performance.
  (c) We review existing accommodations and propose modifications or additional supports that may improve performance for an employee with a disability.
  (d) Before imposing discipline, we consider whether workplace barriers are contributing factors.

2.6 Return-To-Work (RTW) Processes

2.6.1 Policy Statements:
  (a) We proactively support safe and timely return-to-work for employees with disabilities for health conditions through modified/gradual duties and hours aligned with functional abilities.
  (b) We describe and follow a consistent process to determine necessary accommodations and tailor plans to employees' needs.

2.6.2 Practices and Measures:
  (a) Maintain contact with employees during absences, and where involved, coordinate with the Workers Compensation Board of Manitoba (WCB) and/or our disability benefits provider.
  (b) Offer meaningful, productive alternate or modified duties that are safe and within functional abilities. Gradually increasing duties safely to help employees reach their full potential.

    (c)   Ensure supervisors and co-workers support the RTW process and understand expectations.

    (d)   Educate staff about the benefits of RTW and their role in supporting modified work.

    (e)   Recognize that pandemics (e.g., COVID-19) pose serious risks for some employees; provide accommodations accordingly.

    (f)   Follow WCB and/or insurer RTW processes and guidance.

2.7 Workplace Emergency Response Information

2.7.1   Policy Statements:

    (a)   We notify all employees of steps to take during emergencies, ensuring safety of employees who are temporarily or permanently disabled.

    (b)   Individual emergency response information is tailored to the employee's needs and workspace and is offered as soon as we learn assistance is required.

    (c)   We review this information when an employee moves workspaces, the workspace is modified, or when general emergency plans change.

2.7.2   Practices and Measures:

    (a)   Discuss accessibility and identify barriers during Workplace Safety and Health meetings.

    (b)   An employee who requires assistance during an emergency may consent to obtaining assistance from a colleague. This may include, but is not limited to, employees who experience barriers with hearing, vision or other impairments.

    (c)   If an employee cannot use stairs during an evacuation, with consent, a person will be designated to remain with them in a safe area (elevator lobby/refuge area) until first responders arrive; the fire warden will inform emergency services of the employee's location.

2.8 Maintain Privacy

2.8.1   Policy Statements:

    (a)   We protect personal information and personal health information and collect, use, and disclose only what is necessary for the Employment Accessibility Standard unless the employee agrees otherwise.

    (b)   We also comply with The Freedom of Information and Protection of Privacy Act (Manitoba) and The Personal Health Information Act (Manitoba).

2.8.2 Practices and Measures:
   (a) Use confidential forms and secure storage (digital records protected by access passwords where appropriate).
   (b) Limit access to authorized HR personnel and managers with a need-to-know.
   (c) Follow established protocols for retaining and disposing of confidential records.

2.9 Provide Training

2.9.1 Policy Statements:
   (a) We provide training to staff who recruit employees; supervise or coordinate work; and those who develop or implement employment policies and practices.
   (b) We provide training to management and staff with HR responsibilities about accessible employment and related legislation.

2.9.2 Training content includes:
   (a) Making employment opportunities accessible to people with disabilities.
   (b) Interacting and communicating with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal.
   (c) Overview of the AMA, the Accessible Employment Standard, and The Human Rights Code (Manitoba).

2.9.3 Practices and Measures:
   (a) Train new employees and managers as soon as reasonably practicable.
   (b) Provide refresher training and additional training following policy updates.
   (c) HR maintains records of training content, dates, and attendance.

2.10 Opportunities for Training and Advancement

2.10.1 Policy Statements:
   (a) When opportunities for career development, training, or opportunities for internal advancement or reassignment are provided, we ensure the process for recruiting and selecting candidates takes into account:
       i. An employee's IAP.
       ii. That an employee may be temporarily or permanently disabled by one or more barriers in the workplace.
       iii. That the workplace accommodation provided for an employee with a disability may not fully address the workplace barrier.

(b) We aim to ensure workplace accommodations do not negatively affect access to career development.

2.10.2 Practices and Measures
    (a) Decisions for candidate recruitment and selection are based on objective criteria, such as experience, training, skills, and number of years on the job.
    (b) If a candidate has an IAP, we ensure it is adequate to address any barriers presented by the new opportunity, or we modify the plan accordingly.
    (c) Training opportunities and career development is accessible to all employees. If a barrier is identified, we attempt to remove or reduce it.

2.11 Written Records and Public Availability

2.11.1 Policy Statements:
    (a) We keep written records of our accessibility and training policies, including a summary of training content and dates offered.
    (b) We inform the public that our policies are available upon request and provide accessible formats at no cost within a reasonable timeframe.

2.11.2 Practices and Measures:
    (a) Make policies available via intranet, and email upon request.
    (b) Post key information at entrances, reception and other high-traffic areas; include messages in newsletter and social media where appropriate.

3.0 References

3.1 MTS Internal Policies

3.1.1 HR.02 - Employment
3.1.2 HR.03 - General Workplace Expectations and Conduct
3.1.3 HR.04 - Confidentiality
3.1.4 HR.05 - Performance Review and Feedback
3.1.5 HR.12 - Hiring & Equity
3.1.6 HR.13 - Accessibility and Accommodations

3.2 External Legislation or Policies

3.2.1 Current and relevant Collective Agreement(s)
3.2.2 *The Accessibility for Manitobans Act* (CCSM c.A1.7)
3.2.3 *Accessible Employment Standard Regulation* (M.R 70/2019)
3.2.4 *The Human Rights Code* (CCSM c.H175)
3.2.5 *The Freedom of Information and Protection of Privacy Act* (CCSM c.F175)

3.2.6   *The Personal Health Information Act* (CCSM c.P33.5)

3.3   **Checklists**

N/A

3.4   **Training**

All Staff

3.5   **Tools**

N/A

4.0   Policy Contact

Human Resources

5.0   Revision History

Date of Review	Revision (Y/N)	Reviewer names	Brief Description of Change

6.0   Appendices

6.1   Request for Individualized Accommodation Plan Form