



HUMAN RESOURCES POLICIES AND PROCEDURES

SUBJECT: Multi-Year Accessibility Plan

POLICY #: 091

ISSUE DATE: November 4th 2014

REVISION DATE:

Multi-Year Accessibility Plan - Draft			
Initiative	Action	Status/Date Completed	Compliance Deadline
General Requirements			
Establishment of Accessibility Policies	Approval of Policies	Dec. 2011	Jan. 2014
	Posting of Policies	Nov. 2014	
	Review of Policies	Ongoing	
Establishment of Accessibility Plans	Draft Accessibility Plan	2014	Jan. 2014
	Post Accessibility Plan	Nov. 2014	
	Review Accessibility Plan	2015	
Training	Determine training requirements	Sept. 2014	Jan. 2015
	Create training schedule	Sept. 2014	
	Complete Training	Dec. 2014	
	Maintain records of training	Ongoing	
Information and Communication Standards			
Feedback	Review of Feedback Process	Nov. 2014	Jan. 2015
	Determine improvements to feedback process	Dec. 2014	
	Post availability of Accessible Formats	Dec. 2014	
Accessibly Formats and Communication Support	Determine Accessible Formats	2015	Jan. 2016
	Source Accessible Formats	2015	
	Document and Train Employees	2015	
	Accessible Statement added to all public communication	2015	
Accessible Websites and Web Content	New Websites to WCAG 2.0 Level A	Jan. 2014	Jan. 2014
	Modify all Websites to WCAG2.0 Level AA	Ongoing	Jan. 2021

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Employment Standards			
Recruitment, General	Review Recruitment Process, Policies & Procedures	2015	Jan. 2016
Recruitment, Assessment or Selection Process	Document & Implement necessary process	2015	Jan. 2016
	Train all employees involved in recruitment process	2015	Jan. 2016
Notice to successful applicants	Review Employment Contract to include Accessibility statement	2015	Jan. 2016
Informing Employees of Supports	Communicate availability of programs with employees	2015	Jan. 2016
	Communicate, & train all new employees on HPS Accessibility policies		
	Communicate any changes to policies		
	Accessibility statement added to all communications		
Accessible Formats & Communication Supports for Employees	Determine Accessible Formats	2015	Jan. 2016
	Train managers on handling requests for accommodation		
	Communicate accessible formats available to all employees		
Workplace Emergency Response Information	Determine & Create Plans	2012 & ongoing	Jan. 2012
	Inform Affected employees	Ongoing	
	Update plans as needed	Ongoing	
Documented Individual Accommodation Plans	Review policies & Procedures	2015	Jan. 2016
	Develop standard form	2015	
	Communicate availability of plans with employees	2015	
Return to Work Process	Review & update Return to Work Policies & Procedures	2015	Jan. 2016
	Review & update RTW documentation	2015	
Performance Management	Review and update Performance Management policies & procedures	2015	Jan. 2016
Career Development & Advancement	Review and updated procedures to include Accessibility Policies	2015	Jan. 2016
Redeployment	Review and modify as needed policies and procedures	2015	Jan. 2016