



Recruitment Accommodation Policy

Policy Number:	HR-HC-011
Department:	Human Resources
Section:	Hiring at the City
Subject:	Recruitment Accommodation
Effective Date:	October 1, 2020
Revision Date:	January 1, 2024

PURPOSE STATEMENT

The City of Barrie is committed to fostering an inclusive workplace where all candidates and employees are treated with respect and dignity by providing qualified job candidates who have disabilities with reasonable accommodations upon request unless the accommodation would pose an undue hardship. Accommodation is a shared responsibility between candidates, hiring managers, and the City of Barrie as the employer.

When the City of Barrie provides a reasonable accommodation to employment candidates, it removes barriers to the recruitment process and expands the pool of qualified employees.

Candidates may request a reasonable accommodation to participate in any or all phases of the recruitment process. An interactive consultative process is used to determine the best type of accommodation in each situation and whether the requested accommodation is reasonable. The City of Barrie is not required to guarantee an applicant the exact accommodation they request.

SCOPE

1. This policy applies to all candidates participating in the recruitment process with the City.
2. Employees covered by a collective agreement are subject to the terms and conditions in their respective collective agreements.

DEFINITIONS

Inclusive Workplace – All employees have the opportunity to contribute and participate in the workplace in a barrier-free environment.

Accommodation – The steps taken to adjust rules, policies, practices, or situations that have a negative impact on an individual or group, protected under the Ontario Human Rights Code.



Undue Hardship – Occurs when accommodation adjustments to the workplace would be prohibitively expensive or create undue risks to health and safety. Each situation will be viewed as unique and assessed individually. A claim of undue hardship must be supported with facts and a detailed analysis of options, impressionistic or speculative reasons will not suffice.

PROCEDURE

The purpose of this policy is to detail the process and parameters that will be followed when candidates request an accommodation to participate in any or all phases of the recruitment process.

1. Human Resources staff will include a statement on all job postings that affirms the City's commitment to inclusive barrier-free recruitment practices and provide applicants with information on how to request accommodation on our internal and external website.
2. Should a candidate require an accommodation to submit their resume and cover letter for an employment opportunity they are applying for, they must contact the Human Resources Department to make a request. Requests for accommodation can be made by emailing HR.Recruitment@Barrie.ca, or by contacting the Human Resources Department via telephone at (705) 739-4202.
3. The Talent Acquisition Team Lead or designate will contact all candidates who are invited to participate in the recruitment process to explain what will be required of the candidates during this process and to inform the candidate that they may request an accommodation, if required.
4. Candidates must make a request for accommodation, providing detail with regard to their specific need, in advance of the recruitment process commencing. This does not require the disclosure of a candidate's diagnosis or the specific cause of their needs but only the effects which create the need for accommodation.
5. Hiring managers coordinating recruitment processes without the assistance of Human Resources (i.e., part-time recruits, student recruits, etc.) must consult with the Disability Management Specialist should a candidate request an accommodation for the assessment process. The Disability Management Specialist will assess the request considering the composition of the assessment required to determine whether an accommodation is appropriate.
6. Where the Talent Acquisition Specialist is coordinating the recruit, they will assess the request considering the composition of the assessment required to determine whether an accommodation is appropriate. Should the accommodation involve an internal candidate and/or be complex in nature, they will consult with the Disability Management Specialist.
7. Requests for an accommodation that are made during the recruitment process will be reviewed on a case-by-case basis and must involve a representative from Human Resources (i.e., Talent Acquisition Team Lead or Disability Management Specialist).
8. Candidates may be required to provide documentation in support of their need for an accommodation including information about any restrictions or limitations.



9. Once an accommodation is confirmed, arrangements for the appropriate supports will be made available to the candidate. Should a request for accommodation be denied, the candidate will be informed of the reasons.
10. All requests for accommodation will be documented and maintained in the recruitment file.
11. Candidates that are successful in obtaining employment with the City who require further accommodation in their position should speak directly to their supervisor. These requests will be reviewed in accordance with the City's Medical Accommodation Procedure.

RESPONSIBILITIES

Candidate

It is the responsibility of the candidate to:

- a. Understand and comply with the policy associated with Recruitment Accommodation;
- b. Make their accommodation needs known as soon as possible and well in advance of the recruitment process commencing;
- c. Help to identify potential accommodation options;
- d. Provide documentation in support of their need for accommodation when requested, including information about any restrictions or limitations; and
- e. Accept an offer of accommodation that meets their needs, even if it is not their preferred accommodation option.

Hiring Manager

It is the responsibility of the Hiring Managers to:

- a. Understand and comply with the policy associated with Recruitment Accommodation;
- b. Foster an inclusive work environment by treating all candidates with respect and dignity;
- c. Ensure that all candidates are advised of their right to be accommodated when the recruit is not coordinated through the Human Resources Department;
- d. Consult with Human Resources when an accommodation is being requested;
- e. Manage requests for accommodation in a timely, confidential, and sensitive manner; and
- f. Provide individual accommodation to the point of undue hardship

Human Resources

It is the responsibility of the Human Resources Department to:

- a. Provide guidance and advice associated with the Recruitment Accommodation Policy;
- b. Foster an inclusive work environment by treating all candidates with respect and dignity;
- c. Eliminate barriers that prevent people from accessing, or being included during the recruitment process;
- d. Ensure that all candidates are advised of their right to be accommodated;
- e. Manage requests for accommodation in a timely, confidential and sensitive manner; and



- f. Provide individual accommodation to the point of undue hardship.

REFERENCES AND RELATED DOCUMENTS

1. Hiring at the City Policy
2. Employment Assessments Policy
3. Integrated Accessibility Standards Regulation Policy
4. Medical Accommodation Procedure
5. *Accessibility for Ontarians with Disabilities Act (AODA)*
6. *Ontario Human Rights Code*