



Section: HUMAN RESOURCES

Parent Policy: HIRING AT THE CITY

Sub-section: HIRING AT THE CITY

Subject: RECRUITMENT ACCOMMODATION

Procedure #: HR-HC-001-016

Effective Date: November 1, 2020

PROCEDURE

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

- a. This procedure applies to all candidates participating in the recruitment process at the City.
- b. Employees covered by a collective agreement are subject to the terms and conditions in their respective collective agreements.

PROCEDURE

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 a job opportunity they are applying for, they must contact the Human Resources Department to make this request.

For internal candidate please submit your request via Human.ResourcesJobs@barrie.ca.

For external candidates please submit your request via Hire.me@barrie.ca.

Candidates may also contact the Human Resources Department via telephone at (705) 739-4202.

3. The Recruitment and Selection Advisor or designate will contact all candidates who are invited to participate in the assessment 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 assessment process. This does not require the disclosure of their diagnosis or the specific cause of their needs but only the effects which create the need for accommodation.



PROCEDURE

5. Hiring Managers coordinating recruits without the assistance of Human Resources (i.e. part time, student recruits, etc.) must consult with the Accessibility and Diversity Advisor should a candidate request an accommodation for the assessment process. The Accessibility and Diversity Advisor will assess the request considering the composition of the assessment required to determine whether an accommodation is appropriate.
6. Where the Recruitment and Selection Advisor 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 they will consult with the Senior Workplace Health Advisor. Should the accommodation involve an external candidate and be complex in nature, they will consult with the Accessibility and Diversity Advisor.
7. Requests for an accommodation that are made during the assessment process will be reviewed on a case by case basis and must involve a representative from Human Resources (i.e. Recruitment and Selection Advisor, the Senior Workplace Health Advisor or the Accessibility and Diversity Advisor).
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 a confidential file in Human Resources.
11. Candidates that are successful in obtaining employment with the City who require further accommodation in their position should speak directly to their Hiring Manager. 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 procedure associated with Recruitment Accommodation;
- b. Make their accommodation needs known as soon as possible and well in advance of the assessment process;
- 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.



PROCEDURE

Hiring Managers are responsible for:

It is the responsibility of the Hiring Managers to:

- a. Understand and comply with the procedure associated with Recruitment Accommodation;
- b. Fostering 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 Department

It is the responsibility of the Human Resources staff to:

- a. Provide guidance and advice associated with the Recruitment Accommodation Procedure;
- b. Fostering 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

- a. Hiring at the City Policy
- b. Employment Assessments Procedure
- c. Integrated Accessibility Standards Regulation Policy
- d. Medical Accommodation Procedure
- e. Recruitment and Selection Procedure
- f. *Accessibility for Ontarians with Disabilities Act (AODA)*
- g. *Ontario Human Rights Code*

DEFINITIONS

An **Inclusive Workplace** means that all employees have the opportunity to contribute and participate in the workplace in a barrier-free environment.

Accommodation means taking steps 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.