



AODA: INTEGRATED ACCESSIBILITY STANDARDS REGULATION

2012-2016 Multi-year Plan

SECTION OF THE ACT AND OVERVIEW	CHAMPION(S)	DEADLINE
Part I: General		
3. Establishment of Accessibility Policies <ul style="list-style-type: none"> Develop, implement and maintain policies on how Durham College achieves or will achieve accessibility Make the document available to the public 	Vice-President, Student Affairs	January 1, 2013
4. Accessibility Plans <ul style="list-style-type: none"> Create a multi-year plan—review at least once every 5 years Post plan on website Prepare annual status report on website 	Vice-President, Academic Vice-President, Administration Vice-President, Student Affairs	January 1, 2013
5. Procuring or Acquiring Goods, Services or Facilities <ul style="list-style-type: none"> Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities (except where it is not practicable) 	Vice-President, Corporate Services and CFO	January 1, 2013
6. Self-service Kiosks <ul style="list-style-type: none"> Defined as interactive electronic terminal, point of sale device Incorporate accessibility features for the kiosks 	Vice-President, Corporate Services and CFO	January 1, 2014
7. Training <ul style="list-style-type: none"> Training provided to all employees, volunteers, contractors Topic: Human Rights Code pertaining to persons with 	Vice-President, Academic Vice-President, Administration	January 1, 2014

disabilities <ul style="list-style-type: none"> • Must keep a record of the dates when the training was offered and number of participants trained 		
Sections 8, 9 & 10 <ul style="list-style-type: none"> • Exemptions for filing • Definitions and exceptions • Application to all obligated organizations 		
Part II: Information & Communication Standards		
11. Feedback <ul style="list-style-type: none"> • Process for receiving and responding to feedback shall ensure that the processes are accessible or arrange for accessible formats upon request • Shall notify the public about the availability of accessible formats and communication supports 	Vice-President, Administration	January 1, 2014
12. Accessible formats and communication supports <ul style="list-style-type: none"> • Shall upon request provide or arrange for the provision of accessible formats and communication supports: <ul style="list-style-type: none"> ○ in a timely manner ○ at a cost that is no more than the regular cost charged to other persons ○ shall consult with the person making the request in determining the accessible format or communication supports • Shall notify the public about the availability of accessible formats and communication supports 	Durham College Leadership Team (includes all VPs and President)	January 1, 2015
13. Emergency procedure, plans or public safety information <ul style="list-style-type: none"> • Emergency procedures, plans or public safety information shall be provided in an accessible format or with appropriate communication supports, upon request 	Vice-President, Administration	January 1, 2012

14. Accessible websites and web content <ul style="list-style-type: none"> • Shall make their websites and web content conform with the WWW Consortium WCAG 2.0 – level A increasing to level AA 	Vice-President, Academic Vice-President, Administration	January 1, 2012 (new sites) January 1, 2016 (all)
15. Educational and training resources and materials, etc. <ul style="list-style-type: none"> • Shall provide educational or training resources or materials in an accessible format • Shall provide student records and information on program requirements, availability and descriptions in an accessible format 	Vice-President, Academic Vice-President, Administration Vice-President, Corporate Services and CFO Vice-President, Student Affairs	January 1, 2013
16. Training to educators <ul style="list-style-type: none"> • Provide educators with accessibility awareness training related to accessible program or course delivery and instruction • Must keep a record of the training provided, including dates and number of participants trained 	Vice-President, Academic	January 1, 2013
17. Producers of educational or training material <ul style="list-style-type: none"> • Suppliers must upon request make accessible or conversion ready version of the textbook 	Vice-President, Academic Vice-President, Corporate Services and CFO	January 1, 2015 (textbooks) January 1, 2020 (print material)
18. Libraries of educational and training	Vice-President, Academic	
19. Public libraries	Vice-President, Academic	
Part III: Employment Standards		
20. Scope and interpretation <ul style="list-style-type: none"> • Applies to employees – not volunteers or non-paid individuals 		
22. Recruitment – general <ul style="list-style-type: none"> • Shall notify employees and public about the availability of accommodations for applicants with disabilities 	Vice-President, Academic Vice-President, Administration	January 1, 2014
23. Recruitment – assessment or selection process	Vice-President, Academic	January 1, 2014

<ul style="list-style-type: none"> • Shall notify applicants when selected to participate in an assessment or selection process, that accommodations are available upon request in relation to materials or processes to be used • If request is submitted, employer shall consult with applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's needs due to disability 	Vice-President, Administration	
<p>24. Notice to successful applicants</p> <ul style="list-style-type: none"> • Shall notify successful applicant of its policies for accommodating employees with disabilities 	Vice-President, Academic Vice-President, Administration	January 1, 2014
<p>25. Informing employees of supports</p> <ul style="list-style-type: none"> • Shall inform its employees of its policies used to support its employees with disabilities including provision of job accommodations • Needs to be communicated to new employees as soon as practical upon hire • Update all employees that there is a change to the related policies 	Vice-President, Administration	January 1, 2014
<p>26. Accessible formats and communication supports for employees</p> <ul style="list-style-type: none"> • Employer shall consult with employee requesting the accommodation for the following: <ul style="list-style-type: none"> ○ information that is needed in order to perform job ○ information that is generally available to employees • Employer shall consult with employee on suitable format/support 	Vice-President, Administration	January 1, 2014
<p>27. Workplace emergency response information</p> <ul style="list-style-type: none"> • Shall provide individualized workplace emergency response information to employees who have a disability • If an employee who receives individualized workplace 	Vice-President, Administration	January 1, 2012

<p>emergency response information requires assistance and with the employee's consent, employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee</p> <ul style="list-style-type: none"> • Shall review the individualized workplace emergency response information: <ul style="list-style-type: none"> ○ when the employee relocates ○ when the employee's overall accommodations needs or plans are reviewed ○ when employer reviews its general emergency response policies 		
<p>28. Documented individual accommodation plans (IAP)</p> <ul style="list-style-type: none"> • Shall have a written process for the development of documented individual accommodation plans for employees with disabilities. Needs to include the following: <ul style="list-style-type: none"> ○ manner in which an employee requesting accommodation can participate in the development of the IAP ○ employee is assessed on an individual basis ○ employer can request an evaluation by an outside medical or other expert at the employer's expense ○ employee can request the participation of a representative from their union ○ steps need to be taken to protect the privacy of the employee's personal information ○ frequency with which the IAP will be reviewed and updated ○ if an IAP is denied, the manner in which the reasons for the denial will be provided to the employee ○ means of providing the individual accommodation plan in a format that takes into 	Vice-President, Administration	January 1, 2014

<p>account the employee's accessibility needs</p> <ul style="list-style-type: none"> IAP shall, if requested, include any information regarding accessible formats and communication supports provided, and if required, include individualized workplace emergency response information. It shall also include any other accommodations to be provided. 		
<p>29. Return to work process</p> <ul style="list-style-type: none"> Shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work Shall document the process Process shall outline steps the employer and employee will take to facilitate the return Shall use the individual accommodation plans as part of the process 	Vice-President, Administration	January 1, 2014
<p>30. Performance management</p> <ul style="list-style-type: none"> Shall take into account the accessibility needs of employees with disabilities when using performance management process in respect of employees with disabilities 	Vice-President, Administration	January 1, 2014
<p>31. Career development and advancement</p> <ul style="list-style-type: none"> Shall take into account the accessibility needs of its employees with disabilities when providing career development and advancement to employees with disabilities <ul style="list-style-type: none"> i.e. providing additional responsibilities, movement from one job to another at a higher pay band or level in the organization 	Vice-President, Administration	January 1, 2014
<p>32. Redeployment</p> <ul style="list-style-type: none"> Shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when deploying employees 	Vice-President, Administration	January 1, 2014

with disabilities		
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For more information about the Act, please visit [Accessibility for Ontarians with Disabilities Act, 2005](#).
For a copy of the guide to interpreting the Act and templates, please visit [Guide to AODA](#).