



UNIVERSITY OF
TORONTO
SCARBOROUGH

Academic Advising
& Career Centre

AccessAbility Services

Managing Your Career:

Strategies for Graduates with *DisAbilities*

Workplace Accommodations

Video 2: Responsibilities of the Employer

Modules

1. Career Planning
2. Understanding Employment Equity
3. Addressing Employment Barriers
4. Self-Advocacy and Disclosure
- 5. Workplace Accommodations**



Module 5:

Workplace Accommodations

Part 2: Responsibilities of The Employer





Responsibilities in the Accommodation Process: Employees

Individuals with disabilities must:

- Tell the employer that they have disability-related needs that require accommodations on-the-job
- Help obtain necessary information about their needs including medical or other expert opinions
- Participate in discussions about solutions
- Work with the employer on an ongoing basis to manage the accommodation process

Responsibilities in the Accommodation Process: Employers

Employers must:

- Accept requests in good faith
- Request only information that is required to accommodate
- Obtain expert advice or opinion where warranted
- Take an active role in examining possible solutions
- Maintain confidentiality
- Respond to accommodation requests in a timely manner
- Pay the fee for any required medical documentation

Required Processes

Recruitment

Documenting
Accommodation
Plans

Workplace
Emergency
Response
Information

Performance
Management

Career
Development

Return to Work
after Absence

Employee's Benefits of Being Accommodated

Improve Work
Performance

Help to get
a Job

Help to
keep a job

Reduce
Stress &
Anxiety

How Equity Policies Help You

Understanding Employment
Equity policies can assist you
in identifying welcoming
employers

Employers inviting applications
from persons with disabilities
still want you to highlight your
skills and strengths!

Cost of Workplace Accommodations

“ Accommodating someone with a disability is seldom as expensive or difficult as is sometimes imagined. Over two-thirds of job accommodations cost under \$500; many cost nothing at all. ”



Employer's Benefits of Being Accommodated

Direct Benefits

- Retain qualified employees
- Increase employee's productivity
- Eliminate costs of training new employee

Indirect Benefits

- Improve interactions with co-workers
- Increase company diversity & productivity



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If you would like to provide feedback on these videos or if you have questions or concerns, please contact:

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