Managing Your Career: Strategies for Graduates with DisAbilities

Workplace Accommodations

Video 2: Responsibilities of the Employer
1. Career Planning
2. Understanding Employment Equity
3. Addressing Employment Barriers
4. Self-Advocacy and Disclosure
5. Workplace Accommodations
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!
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
If you would like to provide feedback on these videos or if you have questions or concerns, please contact:

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