	City of St. Albert **CITY COUNCIL POLICY**	Inclusive Hiring		
AUTHORITY City Council	**APPROVED**	**Res. No.** C462-2014 **mm dd** 09 22	**REVISED**	**Res. No.** AR-19-03 **mm dd** 01 21

Purpose

To ensure the full participation of Persons with Disabilities as candidates for employment and as employees with the City of St. Albert.

Policy

The City of St. Albert is committed to hiring Persons with Disabilities and strives to provide a respectful, Inclusive, and Barrier-free Workplace.

Definitions

"Accessible Format" means formats usable by Persons with Disabilities and includes, for example, large print, recorded audio and electronic formats, and Braille.

"Barrier" means anything, including formal and informal policies, practices and attitudes that inhibit Persons with Disabilities from participating in activities or taking part of opportunities that are available to all citizens.

"Corporation" means the City of St. Albert.

"Inclusive Workplace" means an environment that values, respects and supports Persons with Disabilities to achieve their personal and professional employment goals.

"Persons with Disabilities" means persons who have a long-term or recurring physical, mental, sensory, psychiatric, or learning impairment, and who consider themselves to be disadvantaged in employment by reason of that impairment, or believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, and includes those whose functional limitations owing to their impairment have been accommodated in the current job or workplace (*Canadian Employment Equity Act).*

"Reasonable Accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden where needed in a particular case, to ensure to Persons with Disabilities the enjoyment of exercise on an equal basis with others of all human rights and fundamental freedoms. Reasonable Accommodation may

involve customization of the work environment, along with the physical workspace and the job description.

"Undue Hardship" means an accommodation would create onerous conditions for an employer or service provider, for example, but not limited to intolerable financial costs or serious disruption to business.

"Universal Accessibility Guidelines" refers to the recommendations on producing buildings, products and environments that are usable by all people, including Persons with Disabilities, to the greatest extent possible, without the need for adaptation or specialized design.

Responsibilities

Council is responsible for utilizing the framework of this policy to guide its decisions relating to allocation of resources to sustain inclusive hiring programs and to encourage other orders of government to foster the development and funding of inclusive hiring initiatives.

The Chief Administrative Officer shall:

1. Ensure the Corporation has administrative policies, programs and strategies in place to support hiring Persons with Disabilities.

2. Provide a progress update to Council, once every 3 years on the implementation and achievements related to this policy to determine its overall effectiveness.

Standards

1. Programs and procedures shall be implemented to ensure Persons with Disabilities have access to employment opportunities.   Employment opportunities will be provided in an Accessible Format upon request.

2. Reasonable efforts shall be made to the point of Undue Hardship, to identify and remove barriers to employment, career development and promotion of Persons with Disabilities.

3. The City shall work toward the reduction and elimination of Barriers to the physical access of civic facilities either as part of planned renovations or new construction to meet Universal Accessibility Guidelines.

4. Reasonable Accommodation shall be provided to support the hiring of Persons with Disabilities when Barriers can not be removed. Medical documentation to verify the disability may be required to accommodate a request.

5. Human resource strategies shall be inclusive and supportive of the ongoing recruitment and retention of Persons with Disabilities.

Legal References: *Alberta Human Rights Act*, *Freedom of Information and Protection Act*