

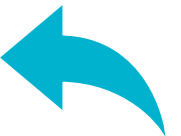
# Student and Alumni Toolkit: Resources for Persons with Disabilities in the Workplace

Accessible Learning- May 2022

Sheridan

# Accessibility

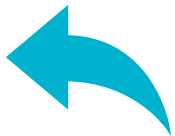
If you require this material in an accessible format or with communication supports, please contact:  
[trafalgar.als@sheridancollege.ca](mailto:trafalgar.als@sheridancollege.ca)



# Navigation Icons

Click to move to next page

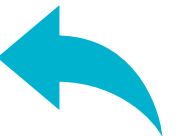
OR



  
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speech bubble icons

OR

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# Acknowledgment

This project has been a collaborative effort across several departments and reflects the knowledge, resources, and values of Sheridan College. Accessible Learning would like to thank the Employer Toolkit Working Group:

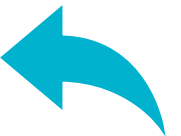
Alison Plato (Lead Researcher), Janice Fennell, Cory Latimer, Dana Golding, Jennifer Clarke, Dana Brennand, and Janice Galloway.

With special thanks to Rebecca Sprague, George Alevizos, Margaret Sanderson, Patrick McPolin, Carren Tatton, Maria Lucido Bezely, Carolina Salcedo, Linda Piper, Mark Wafer, and Corus Entertainment for their contribution and feedback.



# Introduction

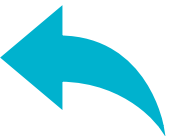
Students with disabilities have traditionally faced several barriers in obtaining and successfully participating in employment, experiential learning, and Work Integrated Learning (WIL) activities such as placements and co-op programs.



# Purpose

## **The purpose of the student and alumni toolkit is to:**

- Increase awareness about the duty to accommodate persons with disabilities and outline its process in the workplace.
- Equip students with tools to effectively request workplace accommodation.
- Increase discussion about the topic of accommodation in the workplace.



# Modules

Click on an icon to view



**Disability  
Awareness**



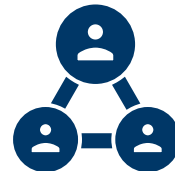
**Legal  
Framework**



**Understanding  
Accommodation**



**Frequently  
Asked  
Questions**



**General Resources**



**References**





## Disability in Canada

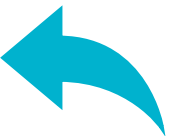
- Almost everyone will experience a temporary or permanent disability at some point in their lives.
- 6.2 million Canadians live with a disability.
- 70% are invisible. [\[5\]](#)





## Students with Disabilities

- The number of post-secondary graduates with disabilities is increasing. [5]
  - 43% of people with disabilities have post-secondary credentials. [7]
  - 47,000 current post-secondary students with disabilities in Ontario.



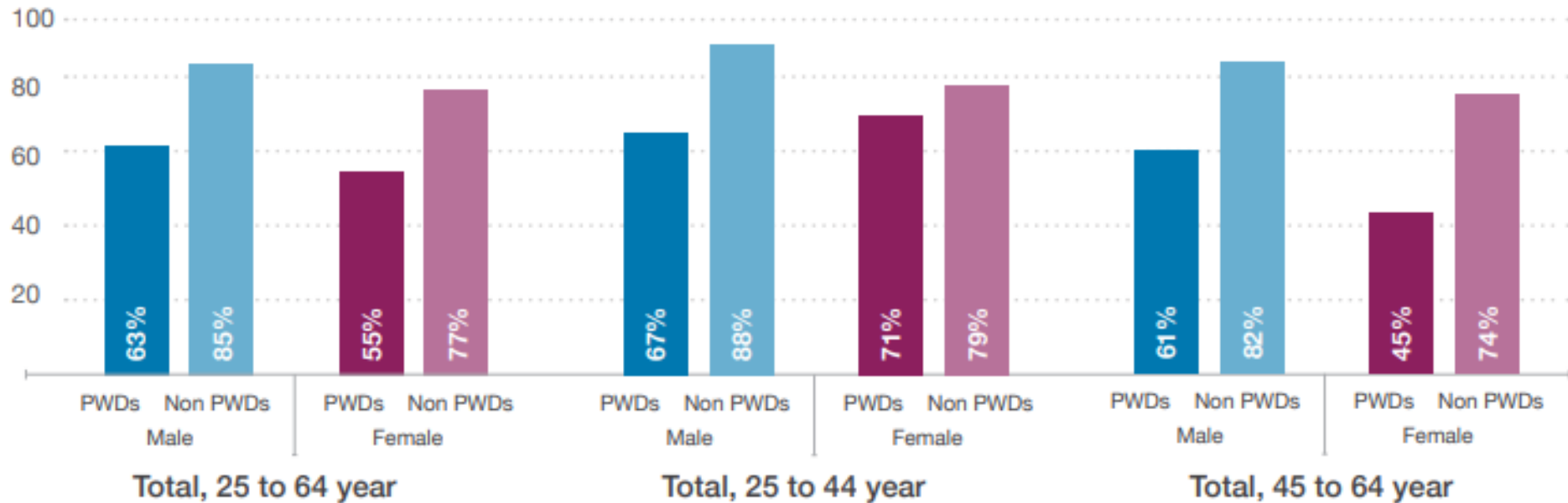
# The Benefits of Employment for Persons with Disabilities

- Even if fewer hours are worked, employment can increase the quality of life and reduce loneliness and social isolation.
- Poverty and levels of depression can be reduced.
- Working is an important piece of larger societal involvement and inclusion. [\[6\]](#)



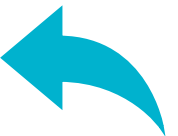
# Employment Rates

## EMPLOYMENT RATE BY AGE, PWDS VS. THOSE WITHOUT DISABILITIES, ONTARIO, 2017<sup>5</sup>



PWD- Persons with Disabilities

[10]



# Ontario Human Rights Code (OHRC)

- Employers have a duty to accommodate a person's disability related needs unless it causes an “undue hardship” such as, cost, availability of outside resources or funding, and health and safety requirements.
- 3 principles guide this:
  - **Respect for dignity**
  - **Individualization**
  - **Inclusion and full participation** [\[3\]](#)



# Ontario Human Rights Code (OHRC)

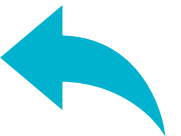
The right to “equal treatment with respect to employment” includes:

- applying for a job
- training
- terms of apprenticeship
- rate of pay
- hours of work
- performance evaluations [\[4\]](#)



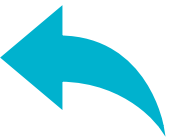
# Accessibility for Ontarians with Disabilities Act (AODA)

- Requires organizations to comply with accessibility standards.
- Remove barriers in 5 key areas: information and communications, **employment**, transportation, design of public spaces and customer service.
- The AODA and the Code work together to foster equality of opportunity and accessibility. [\[1\]](#)



# Barriers to Employment

- According to the AODA, a barrier is “anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability.”
- Barriers can include limiting information and communications, and can be technological, attitudinal, physical or systemic. [\[1\]](#)



# Removing Barriers under the AODA

- Employers must make workplaces and employment practices accessible to persons with disabilities.
- Make accessibility part of the recruitment, assessment and selection processes.
- Provide information about workplace accommodation for employees and job applicants. [\[1\]](#)





# Resources

- Additional Information on the *Code*:  
[OHRC: Guide to Your Rights and Responsibilities under the Human Rights Code](#)
- Additional Information on the AODA:  
[AODA: Ontario Accessibility Information](#)
- Information on the Duty to Accommodate:  
[Word Document: The Duty to Accommodate](#)



# Understanding Accommodation

Click on an icon to view



**What is  
Accommodation?**



**Accommodation  
Tips**



**Disclosure**



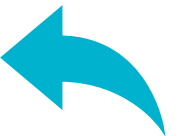
**Roles and  
Responsibilities**



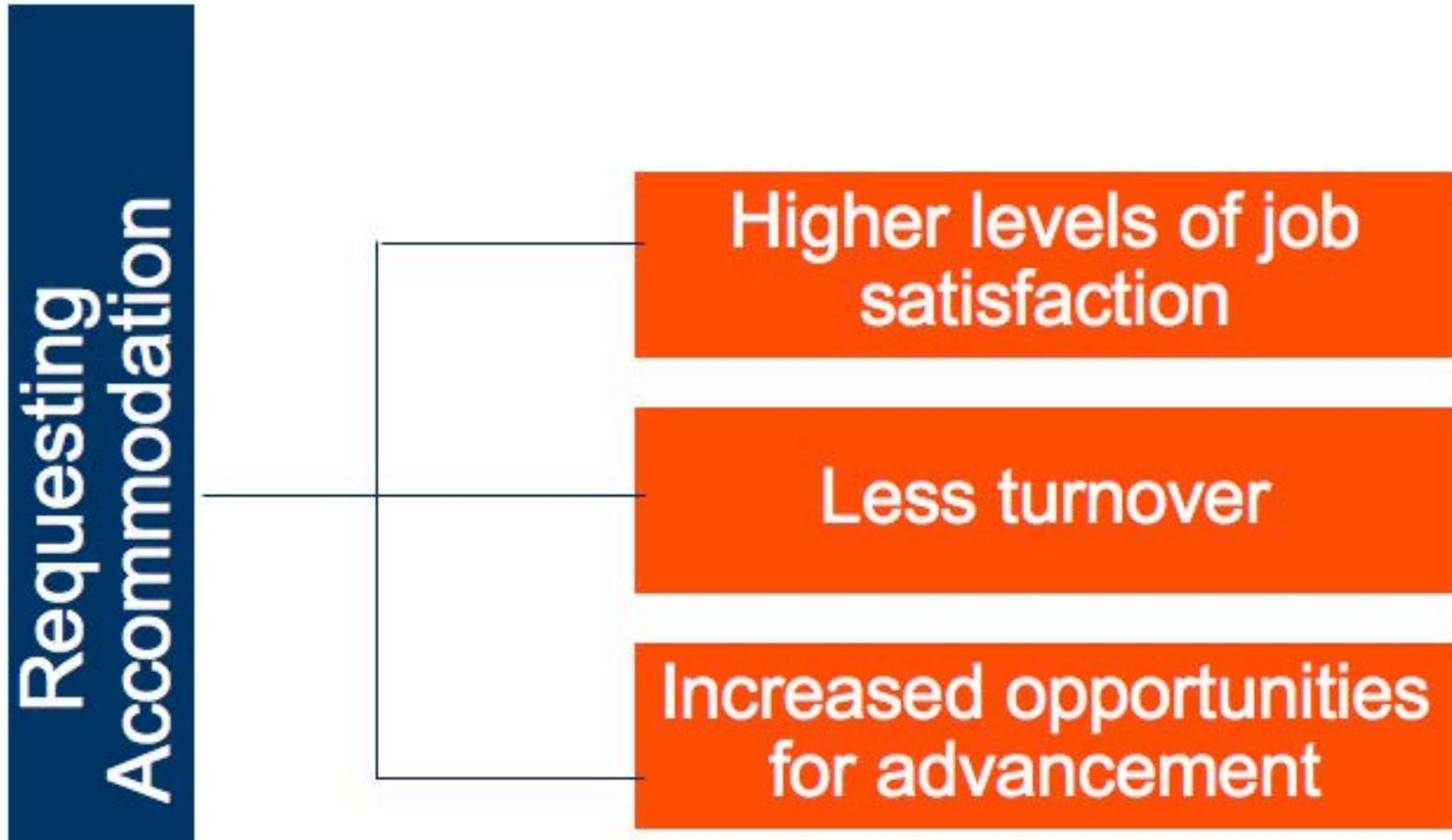


## Understanding Accommodation

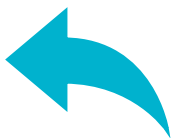
- Accommodation removes barriers so persons with disabilities can participate fully in the work environment and the workplace can fit their unique circumstances. [\[11\]](#)



# The Benefits of Accommodation for Persons with Disabilities



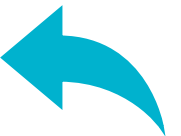
[2]





## Accommodation Tips

- Accommodation is a discussion between parties.
- Accommodation needs to be reasonable and appropriate.
- Determining an appropriate accommodation may take time. It is a process. [\[11\]](#)



# Accommodations Tips

Modifying the job application process



Granting time off to an employee to report to scheduled doctor appointments

Granting work relief to administer medication



Reassigning an individual to a vacant position

Granting permission to work from home or from a different location



Permitting an individual to make personal telephone calls (such as those to a doctor) during work time

Providing a qualified reader or interpreter



Modifying the equipment necessary to enable the individual to do a job

[8]

[Additional Accommodation Tips](#)



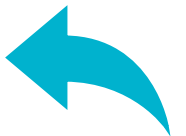
# Accommodation Tips

## Sheridan Alumni: George Alevizos



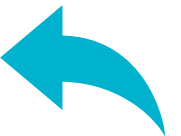
George Alevizos (Theatre and Drama Studies '19) is an actor who has appeared in *Star Trek Discovery*, TV commercials and many live theatre productions. He was the first graduate in a wheelchair of any professional theatre training program in Canada and is a strong advocate for actors with disabilities and disability representation in the media.

[Article: Theatre grad leads fight for disability rights](#)



# Disclosure

- Disclosure is the act of making a disability-related need known.
- Employees are *required* to share information with employers about their disability-related limitations *but not* a diagnosis or medical history unless they can prove why it is necessary. [\[5\]](#) [\[9\]](#)





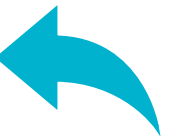
# Disclosure

## Students

- Sheridan personnel will not disclose a student's disability status without their written consent. Only the student will share their disability-related information, as necessary.

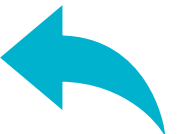
## Alumni

- Many workplaces train managers to notice the need for accommodation and ask before a formal request is made by the employee.



# Disclosure Resources

- **Information on the pros and cons of when to disclose:**  
[Discover Ability: Tips and Considerations for Persons Disclosing a Disability to an Employer](#)
- **General information on disclosure:**  
[Discover Ability: Tips About Disclosure](#)



# Roles and Responsibilities

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**Workplace  
Accommodation**

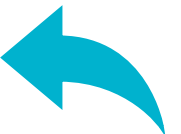


**Student  
Accommodation**



# Workplace Accommodation- How to Request

- Workplace accommodation can be requested at any time, including during the selection and recruitment process.
- The process of requesting accommodation may vary across organizations- usually, requests are directed to Human Resources or a direct Supervisor.
- Accommodations may be requested on an interim basis



# Workplace Accommodation Resources

- The following slides include resources around:
  - Accessible recruitment processes
  - Accommodation processes and accessible workplaces
  - Mental health strategies
  - Community services and links to inclusive employers





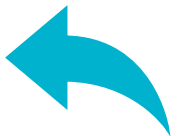
## Workplace Accommodation

- [AODA: How to Make the Hiring Process Accessible](#)
- [Monster.ca: Ontario's Accessibility Requirements for Recruitment and Selection](#)



# Workplace Accommodation

- [City of Toronto: Accommodation Process Guide](#)
- [Strategies for Mental Health in the Workplace](#)
- [Ontario.ca: Accessible Workplaces](#)



## Workplace Resources

- **Job Accommodation Network (JAN):**  
[Disability-Related Information, Accommodations, and Employment Solutions](#)
- **Canada Life:**  
[Strategies and Tools for Mental Health in the Workplace](#)
- **Community Employment Services (CES):**  
[Sheridan College Skill Building Service for Job Seekers](#)
- **Discover Ability Job Search:**  
[Links to Inclusive Employers](#)

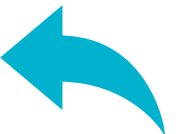




# Student Accommodation

## **Sheridan College's Accessible Learning department will:**

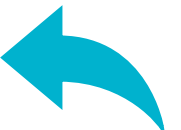
- Work with students to determine their strengths and functional limitations.
- Coach students on how to discuss their accommodation needs.
- Collaborate with multiple stakeholders to determine appropriate accommodation for the student.
- Liaise with and support students, employers, and other Sheridan departments.



# Student Accommodation

## Students will:


- Consult with Accessible Learning (AL) Advisor a month before the work term with program requirements and necessary paperwork.
- Complete the Work Integrated Learning (WIL) Accommodation Form with recommendations from relevant parties and submit before starting the work term.
- Inform the WIL Practitioner and employer of an accommodation need.
- Students will participate in ongoing accommodation discussions.



# Student Accommodation

## Students will:

- Complete a Sheridan College Work Integrated Learning (WIL) Accommodation Form.
- Share the form with the employer or follow their accommodation process.
- Be open and flexible during accommodation discussions.
- Perform the core duties of the job once an accommodation has been put in place.



**WIL Accommodation Form for Students with Disabilities**

This form acts as a guideline to determine accommodations to assist students in meeting expected learning outcomes for WIL. At Sheridan, WIL activities typically include apprenticeship, field placement/experience, mandatory professional practice, cooperative education, and internship (degree programs only). The duty to provide WIL accommodations is mutually agreed upon between the student, academic program, and WIL Practitioner. Most Organizations are encouraged to contribute to the suggested accommodations.

**Note:** This WIL Accommodation Form supports your Work-integrated Learning activities. The Sheridan Accommodation Form applies to your academic courses on-campus and does not apply to WIL.

Student Name:

Student Number:

Program:

WIL Practitioner:

Contact Info:  Date:

Please identify the impact of the disability and the accommodation(s) being requested below.

Identified Strengths and Skills:

Functional Impact of Disability:

Strategies that Have Helped Me:

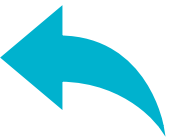
Suggested WIL Accommodations

Sheridan | Student Affairs

# Student Accommodation

## **Host Organization will:**

- Accept accommodation requests in good faith and in accordance with the Code.
- Uphold the principles of respect for dignity, individualization, and integration and full participation.
- Work with the student to develop and implement appropriate accommodation(s).
- Respect the student's confidentiality unless the student provides written consent.



## Student Resources

- **Sheridan College Co-op/Internship representatives by program:**

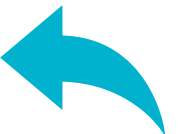
[Sheridan Co-op and Internship Contacts by Program](#)

- **Contact your Accessible Learning Advisor or Accessible Learning general contact email:**

[askanadvisor@sheridancollege.ca](mailto:askanadvisor@sheridancollege.ca)

- **FACE IT Club:**

Friends Accepting Challenges and Endeavoring to Improve Themselves- Activities and discussions for students on the Spectrum [askanadvisor@sheridancollege.ca](mailto:askanadvisor@sheridancollege.ca)



## Frequently Asked Questions

- **Who can students contact at Sheridan for support?** Students can contact their Accessible Learning Advisor, their Work Integrated Learning Practitioner (title may be different depending on program), or Academic Advisor.
- **Who can Alumni contact at Sheridan for information?** Alumni can contact Community Employee Services and/or Sheridan College Career Services.



## Frequently Asked Questions

- **When should workplace accommodation be requested? Be Proactive!** Students are encouraged to contact their Accessible Learning Advisor and Work Integrated Learning Practitioner as soon as they recognize a need for workplace accommodation. This will allow time to put measures in place.



## Frequently Asked Questions

- **Can employers ask students about their disability?** Students are not required to disclose their disability diagnosis. Employers may ask questions or request additional information if necessary to determine the appropriateness of an accommodation. Focus is on functional limitations as identified through documentation from a Registered Health Care Professional.





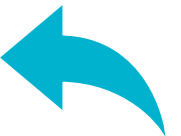
## Frequently Asked Questions

- **Can employers refuse a request for accommodation(s)?**  
Employers have a legal duty to accommodate persons with disabilities under the Code, to the point of undue hardship. There are 3 considerations when assessing whether an accommodation would cause undue hardship:
  - Cost
  - Outside sources of funding, if any
  - Health and safety requirements, if any



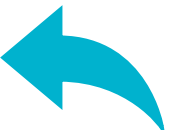
## Frequently Asked Questions

- **Will academic accommodations from Accessible Learning transfer to the work site?**
- An academic accommodation put in place at Sheridan will not transfer to a workplace outside of the College. The student is responsible to request their need for accommodation(s) to their site supervisor. Students can contact their Accessible Learning Advisor, WIL Practitioner, and/or their Academic Advisor for assistance.



# Frequently Asked Questions

- **Will students be treated differently if they make an accommodation request?**  
Making a request for accommodation should not alter how students are treated at the workplace. Employers have a legal duty to accommodate an employee with a disability under the *Code*, to the point of undue hardship.



# General Resources

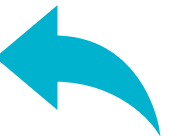
- **Make a Change Canada:**  
[Federal Online Certificate Program: Coding and Web Development](#)
- **EmployAbilities:**  
[Workplace strategies and Disability-Related Information](#)
- **JobStart:**  
[Ontario Disability Supports for Employers and Employees](#)



Thank you!

To all of those participating in our WIL programs, we thank you! We are inspired by you, our students and alumni, and sincerely hope that this toolkit is useful and informative.

The Accessible Learning Team



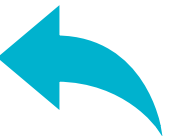
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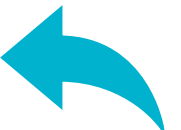
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11. *What is a "reasonable accommodation"?* Mental Health Works. (2015, September 30). Retrieved December 14, 2021, from <https://www.mentalhealthworks.ca/resources/what-is-a-reasonable-accommodation/#:~:text=Accommodations%20are%20determined%20by%20the,stigmatize%20or%20prejudice%20the%20individual.>

