Checklist for Public Sector Organizations: The Accessibility Standard for Employment

The Accessibility for Manitobans Act (AMA) requires all public sector organizations with at least one employee to prevent and remove barriers to accessibility.

The Accessibility Standard for Employment under the AMA is now law. It sets deadlines that require you to create and act on measures, policies and practices in the areas listed in the checklist below. For more information, visit AccessibilityMB.ca/public-sector.html.

By May 1, 2020:

	We provide individual emergency response information to keep employees with disabilities safe.
	We have asked employees who require assistance during an emergency for permission to share information with individuals who have agreed to help.

By May 1, 2021*:

	We offer reasonable accommodations when recruiting new employees.
	We inform applicants about workplace accommodation policies and practices when making an offer of employment.
	We let employees know about our policies and practices, including updates. We offer this information in accessible formats and with communication supports upon request.
	At the request of an employee, we provide all information to the employee using the identified accessible formats or the communication supports after consulting with them as to what they need.
	We develop and implement individual accommodation plans for employees that request them.
	Our management considers workplace accommodations to remove a barrier affecting an employee's performance.
	We consider workplace accommodations to remove a barrier that may affect an employee's opportunities for training and advancement.
	We follow a return to work policy for employees who have been off work due to a disability, and we have a process to determine reasonable workplace accommodations.

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	We train management and staff with human resource responsibilities about accessible employment and related legislation.
	We keep a written record of accessible employment policies and practices, including a summary of training content and when training is offered.
	Our policy on individualized accommodation plans meets the requirements of section 13(2) of the Accessible Employment Standard Regulation.
	We let the public know that our accessible employment policies and practices are available on request and in accessible formats.

*This deadline applies to all public sector organizations with the exception of:

- Manitoba government, which must comply by May 1, 2020.
- Smaller municipalities, which have the same requirements as businesses and non-profits and must comply by May 1, 2022.

This information is available in alternate formats on request. Please contact the Manitoba Accessibility Office at MAO@gov.mb.ca or 204-945-7613 or toll free at 1-800-282-8069, Ext. 7613.

For more information:

- on accessibility requirements, please visit AccessibilityMB.ca
- about your rights and responsibilities, please visit ManitobaHumanRights.ca

Legal disclaimer: This information complements the application of the regulations under The Accessibility for Manitobans Act (AMA) and is not legal advice. For certainty, please refer to the AMA and the Accessible Employment Standard Regulation.

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