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**YEARLY AODA AWARENESS AND COMPLIANCE CHECKLIST**

**FOR COLLEGE MANAGEMENT**

**January 1, 2016**

**INTRODUCTION AND APPLICATION**

In recognition of our legislated requirements the College has committed through our Accessibility Plan to provide an annual checklist for managers to help remind them of their specific responsibilities under the Accessibility for Ontarians with Disabilities Act (AODA). This document will serve to summarize these responsibilities for managers and will provide a general reference document. It will be updated as necessary and sent to managers on a yearly basis for their review.

Please review the following items and assess your personal level of knowledge of how the various regulations of the AODA apply to your department and employees. At the end of this document are links to documents and training which will help you to refresh your knowledge as necessary.

**FLEMING’S ACCESSIBILITY POLICY**

* Do I know where the College Accessibility Policy is located?

**TRAINING AND AWARENESS**

* **Accessible Customer Service Standard**
  + Do I need to refresh my knowledge on the Customer Service Standard of the AODA?
  + Have all of my staff taken the College’s online Accessible Customer Service training?
  + Am I aware of how to communicate any service disruptions in my area/department?
* **Integrated Standards Accessibility Regulation (IASR)**
  + Have all of my staff completed the online IASR training module?
  + Do I understand the application of accessibility considerations to the following:
    - Employment Standards
      * Testing and interviewing
      * Onboarding and orientation including providing the College’s accessibility training
      * Performance management, career development, advancement, and redeployment
      * Return to work and the development of individual accommodation plans
    - Information and Communications Standard
    - Transportation Standard (if applicable to my department)
* **Universal Design For Learning (College educators only)**
* Have all of my Full-Time and Contract Faculty taken the College’s UDL training?
* Do I encourage my staff to consider accessible formats when developing new course curriculum development and material?

**PROCUREMENT**

* Am I familiar with how to set accessibility criteria for a potential purchase in order to take into account whether the product, service, or facilities that I would like to procure are accessible, equitable, and adaptable?
* Have I ensured that Accessibility Criteria has been considered and incorporated into the procurement specifications for all products, services and facilities in my department?

**WORKPLACE EMERGENCY RESPONSE INFORMATION**

* Have any of my employees self-identified as having a disability requiring an Individualized Emergency Plan?
* Have any of my employees been redeployed or recently changed their work role, work schedule, or location within the last year?
* If I have an employee with an Individualized Workplace Emergency Response Plan have I reviewed it on a yearly basis?
  + Am I aware of my own responsibilities under their plan?

**REFERENCE POLICIES AND DOCUMENTS**

AODA Training

Available on the myCampus Portal by following

**My Self Service -> Learning and Development -> Accessibility Training**

[Accessibility At Fleming Webpage](http://flemingcollege.ca/services/accessibility) – includes the following documents:

[2015 -2018 Multiyear Accessibility Plan](http://flemingcollege.ca/PDF/Multiyear-Accessibility-Plan-2015-2018.pdf?ver=1452536414538)

[Disruptions in Services Procedures](http://flemingcollege.ca/PDF/Accessibility-Practices-For-Disruptions-To-Services.pdf)

[Accessibility for Persons With Disabilities Policy (Policy #3-341)](http://flemingcollege.ca/PDF/Accessibility-for-Persons-With-Disabilities-Policy.pdf)

Procurement

The AODA Procurement Toolkit can be found on the [Purchasing Accessibility](https://department.flemingcollege.ca/purchasing/aoda/) page.

Employment Standards

[AODA Accessible Interviewing Checklist](http://fleming0.flemingc.on.ca/hod/pages/Managers/Recruiting%20Employees/AODA-Managers-Accessible-Interviewing-Checklist.docx)

Government of Ontario

[A Guide to the Integrated Accessibility Standards](http://www.ontario.ca/document/how-comply-integrated-accessibility-standards-regulation)