



## Make performance management, career development and job changes accessible to employees

Does your organization use performance management, provide employees with career development opportunities or move staff from one job to another? If so, the Accessibility Standard for Employment requires you to take into account the accessibility needs of your employees and any accommodation plans. This summary will help you do that.

### When do I need to comply?

This requirement is being phased in over time, to give smaller organizations and private businesses time to prepare.

Government of Ontario		2013
Public Sector Organizations	50+ employees	2014
	1-49 employees	2015
Private sector & non-profit organizations	50+ employees	2016
	1-49 employees	2017

### What is performance management?

Performance management is what you do to assess and improve an employee's performance, productivity, effectiveness and overall success. It may be informal or formal, and can vary from employer to employer.

For example, managers at small organizations may simply talk with their employees about their performance on the job. Large organizations may have human resources departments that develop and manage formal annual performance reviews.



## What is career development?

Career development can include:

- providing your employees with learning and development opportunities, and
- giving your employees more responsibilities within their current positions.

## What are job changes?

Job changes are when you move an employee to another position in your organization.

Sometimes the change in job may involve more pay, responsibility and/or seniority. Some people call this advancement or a promotion. Organizations usually make these kinds of staffing decisions based on merit, seniority or both.

In other cases, you may move an employee to another position or department as an alternative to a layoff. Some people call these types of moves redeployments or reassignments.

## How do I do it?

You may already have accommodation plans for your employees with disabilities to help them do their current jobs. You just have to go a step further.

You can make performance management accessible in many ways. For example, you can:

- review your employees' accommodation plans to understand their needs and see whether you need to make adjustments to help them succeed
- make performance management documents, such as performance plans, available in accessible formats, such as large print, when asked, and
- provide feedback and coach your employees in a way that is accessible to them, such as using plain language for an employee who has a learning disability.

When you provide career development opportunities, consider what accommodations your employees with disabilities may need to:

- learn new skills, or
- take on more responsibilities in their current position.

Also, think about what you could do to help your employees with disabilities succeed in other positions in your organization when they change jobs.



### Example

Patricia works at a movie studio. She got promoted to a new job with new responsibilities. Patricia reviews her accommodation plan with her manager to learn if they need to make any changes to it so that Patricia can succeed in her new position.

## Want more detailed information?

[Find out more about accommodation plans.](#)

[Read our policy guidelines.](#)

The Accessibility Standard for Employment is part of the Integrated Accessibility Standards Regulation 191/11. [Read the regulation](#) to find out more.