



Develop accommodation plans for employees with disabilities

To help make Ontario accessible to people with disabilities, the [Accessibility Standard for Employment](#) requires many organizations in the province to make accommodation plans for employees with disabilities. This summary will help you find out what you need to do.

When do I need to comply?

This requirement is being phased in over time, to give smaller organizations and private companies 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	N/A

What do I have to do?

You must develop individual accommodation plans for employees with disabilities in a clear and consistent way.

What is an accommodation plan?

Accommodation plans are a formal way to record and review the things you need to do to accommodate an employee with a disability. They need regular reviews and updates.





How do I do it?

To develop accommodation plans in a clear and consistent way, you may want to start by outlining what you will consider when you need to develop a plan. For example, think about how you will:

- involve employees in the development of their plans
- assess the accommodation needs of your employees
- protect the privacy of your employees' personal information
- tell employees why you would deny a request for an accommodation plan
- provide plans in accessible formats, and
- review and update the plans with your employees.

Develop individual accommodation plans

In most cases, employees with disabilities will tell you if they require accommodation.

You don't have to wait. If you see that an employee has a disability that may require accommodation, talk to them. Find out how you can accommodate their needs.

When you create plans, outline:

- the accommodations you will provide
- how you will help your employees stay safe in an emergency
- accessible formats and communications supports your employees need, and
- how and when you will review and update the plans.

Keep this information private.

Want more detailed information?

[Learn about helping employees with disabilities stay safe in emergencies.](#)

[Read Making information accessible to people with disabilities.](#)

[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.