

		<b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>
<b>POLICY:</b>	<b>HIRING OF HANDICAPPED PERSONNEL</b>	<b>CODE: HR-4</b>
<b>Origin:</b>	Human Resources	
<b>Authority:</b>	Resolution #85-11-26-5-C7	
<b>Reference(s):</b>		

## POLICY STATEMENT

1. The School Board shall advise its usual sources of recruitment of its openness to receive handicapped applicants who meet job requirements by possessing the necessary qualifications and aptitudes. The EMSB's contractual obligations to its syndical units shall be respected when following this procedure.
2. In future recruiting, the Board shall use, where applicable, the services of the federal or provincial manpower agencies, or a specialized agency in the placement of handicapped persons. The Board is willing, as an equal opportunity employer, to accept handicapped candidates.
3. The Board shall continue to adapt its selection procedures and its equipment in order to properly evaluate the potential of a handicapped candidate for a given job. This evaluation shall also be done by utilizing the psychological resources of the Board.
4. The Board, where necessary and appropriate, shall continue to organize, utilizing its psychological resources, training sessions concerning the characteristics of handicapped persons for its personnel involved in the hiring process.
5. The Board, where possible, shall continue to adapt the job requirements to respond to the needs of the handicapped person being hired or reintegrated.
6. The Board shall inform the co-workers of the characteristics of the handicapped worker being hired, and adapt, where feasible, the working conditions of the co-workers.

7. The Board pledges, where possible, to reintegrate in his/her job, or in another job according to his/her potential, an employee who became handicapped from whatever cause, through a structured program involving the employer, the employee, and external resources. The Board shall develop and implement this program.
8.
  - a. The Board shall maintain contact with the adapted work centers on the Island of Montreal, in collaboration with the Board's occupational and vocational training programs for adolescents and adults, and shall continue its business relationship with them for products or services that it requires and that are available at competitive prices.
  - b. The Board shall continue, where possible, to loan human resources for projects put forward by known organizations working on the development of employability of handicapped persons.
9.
  - a. The Board shall continue to accept at least one handicapped trainee during each year. An ongoing evaluation of the program is and shall be carried out to determine the strengths and weaknesses of the trainee and of the program.

and/or

- b. In collaboration with the federal and/or provincial manpower centres, the Board shall participate, where possible, in work integration programs for handicapped persons.