

Appendix A. Bylaws

9. Ad Hoc Committees

9. 6. Accessibility Ad-Hoc Committee

The Accessibility Ad-Hoc Committee shall:

9.6.1. Operate under the Health and Safety committee;

9.6.2. Be co-chaired by the Health & Safety Chair, or a designate;

9.6.3. Aim to guide, support and advocate for members impacted by occupational and non-occupational disabilities/medical conditions both temporary and permanent, and to ensure that their right to remain at work or return to work early and safely is protected (Appendix B).

Appendix B. Accessibility Ad-Hoc Committee Terms of Reference

Article 1 - Name

Accessibility Ad-Hoc Committee

Article 2 - Accessibility Ad-Hoc Committee Mandate

The committee's goal is to create a set of guidelines based on research evidence to inform and advocate for members with both temporary and permanent medical conditions/disabilities in order to protect their right to enter, remain or return to work early and safely. To achieve this goal, the Accessibility Ad-Hoc Committee will follow the proposed timeline of activities outlined below.

Throughout Fall and Winter 2024, the committee will:

- Conduct research and build explanations on current legislation and existing accommodations for GTA's through Western's TAP to inform Stewards, other committees and members through the PSAC 610 website and social media channels. Members should be fully informed of their rights, including the duty to accommodate under the Ontario Human Rights Code.
- Assess members' accommodation needs through surveys (Fall) and statistics of strike accommodation forms conducted in April 2024 (Summer).
- Create and submit a report of suggestions for immediate forms of workplace accommodations for PSAC 610 to implement based on unions like CUPE.
- Create guidelines on accessibility regulations that can be used by the Grievance Chair to file grievances when appropriate.

During its first one-year Ad-Hoc term, the committee will:

- Liaise with professors, SOGS, and other unions to develop more comprehensive suggestions for accessibility implementation.
- Develop an accessibility plan for future strike action.

If approved for renewal after the 2024-2025 academic year, the Accessibility Ad-Hoc Committee will create pathways for members to access Western's underutilized employee accommodation and accessibility resources.

Article 3 – Membership

The Accessibility Committee is open to all members in good standing and consists of a minimum of three (3) members, in addition to the Chair.

Roles

Chair - The Chair of the Accessibility Committee will be primarily responsible for organizing and upholding the Mandates of the Ad-Hoc Committee. The Chair is responsible for submitting motions and demands arising from the needs or requests of members with permanent or temporary disabilities to the relevant Committee or organization. The Chair will also be a primary contact for research, surveying, and networking the Committee undertakes.

Secretary - The Secretary shall take minutes of Committee meetings and distribute them to the Committee membership. This person shall also make room reservations when appropriate.

Accessibility Liaison - The Accessibility Liaison shall be the primary point of contact for members who report workplace accommodation requests. The Accessibility Liaison shall promptly inform the Chief Steward of the member's division, who, in consultation with the Executive Committee, will ensure the appropriate procedure is followed to notify the Employee Well-being office of any reported illness or disability requiring accommodation. The Accessibility Liaison shall oversee the process, providing input on the member's rights and potential modified duties, while ensuring a supportive environment for the employee and his coworkers/peers.

Members - Committee members will be responsible for gathering information on the needs of members with temporary and permanent disabilities, and will work with the communication committee to inform rank and file members about the collective agreement, health and safety legislation and the duty to accommodate under the Ontario Human Rights Code.

Interested members must send an email to the chair of the Committee at healthandsafety.psac610@gmail.com (please cc staffpsac610@gmail.com). Members should indicate the following information:

- Name and department/faculty of study
- A statement of interest (two or three sentences) indicating why they want to serve on the committee

Article 4 – Meetings and Communications

Meetings occur on a monthly basis and shall be scheduled according to the schedules of the members. Meetings shall occur virtually over Zoom, and shall generally be scheduled for a period of one hour. Meeting agenda shall be circulated prior to each meeting, and minutes taken during the meeting. The primary form of communication for the Committee shall be meetings, WhatsApp, and email.

Article 5 - Procedures

Meetings will proceed under Bourinot's Rules of Order.

Article 6 - Honoraria

Small honoraria will be provided to all non-executive members of the Committee, pending the approval of the executive committee of the Local. Pending approval of the budget and under the condition that members must attend at least 9 meetings to be eligible for compensation, according to section 16.3.