

WORKPLACE ACCOMMODATIONS PROCEDURES

The College will assist employees who have medically based barriers to employment and/or disabilities to continue working by providing reasonable accommodations, provided the accommodations does not create undue hardship.

QUESTIONS & ANSWERS:

Although I am not on sick leave, short or long-term disability, my doctor has advised me that in consideration of my health, I require certain accommodations in order to resume/ continue my work. What should I do?

The first step is to obtain a Request for Workplace Accommodation form. This form can be obtained on-line under the Human Resources Dept webpage or from anyone in the HR Dept. The form must be completed by the appropriate health professional and returned to HR.

What happens then?

The HR Advisor – Benefits & Abilities Management coordinates the accommodation efforts made on your behalf based on information provided by you, your health professional(s), your administrator, and your union representative (if applicable). We encourage the participation of a union representative with experience in handling this kind of issue. Current employee representatives are listed below. The HR Advisor – Benefits & Abilities Management will include the representative in the planning process upon your request. Several other factors will be considered in the planning process including schedules, impact on students and co-workers, and costs. Once a decision is reached, the HR Advisor – Benefits & Abilities Management will make arrangements for the purchase of necessary equipment and/or assists the administrator in finalizing other arrangements. Follow-up is done periodically to ensure your needs are continuing to be met.

What documentation is required?

Initially, the College will require a completed Request for Workplace Accommodations form. The documentation must specify a detailed explanation of the functional impact of the disability on daily work (i.e. Medical limitations and/or restrictions. A diagnosis alone is insufficient to support a request for workplace accommodation.

Why is documentation required?

It is necessary to provide documentation in order to ensure the request is supported by a medical professional; the right accommodation is provided; and the accommodation is provided for the right length of time.

What procedures are in place to protect my personal information?

You are not required to provide any specific medical information, other than the functional impact, to the College. Sometimes employees are comfortable sharing the nature of their illnesses with their administrator, the HR Advisor – Benefits & Abilities Management, and/or the union representative. It is totally up to you with whom you share this information. If you do share it with the College, it will be held in confidence in your benefits file, which is a separate part of your personnel file.

Who is responsible for any accommodations?

The College and the Union both have a duty to accommodate employees up to the point of undue hardship. The employee has a duty to initiate the request and provide appropriate documentation. 'Undue hardship' is difficult to define and is case-specific.

How are accommodation expenses paid for?

If purchase of equipment or other items is required, approval for purchases is the joint responsibility of the administrator for that budget area and the HR Advisor – Benefits & Abilities Management. Each administrator is expected to cover these costs from his/her appropriate budget. Any purchase is the property of the College and if no longer required by the employee, it must be returned. The items prescribed by a physician for individuals' specific medical needs (eg. hearing aids, orthopaedic shoes) are property of the individual; therefore, individuals bear the cost of these items and may submit receipts for reimbursement under the College's Extended Health Plan.

What are some examples of arrangements that have been made?

With proper documentation, the College has changed schedules, performed ergonomic assessments, approved partial leaves, and purchased equipment or adaptive aids.