

Policy Information	
Policy No:	AD-HR-1.25
Approved by:	Executive Committee
Approval Date:	August 25, 2021
Executive Responsible:	Executive Director, HR
Administrator Responsible:	HR Advisor, Benefits & Abilities Management
Date of Next Review:	August 2026

WORKPLACE ACCOMMODATION

Policy Statement

This policy and associated procedures provide the framework for developing and maintaining a barrier-free workplace, and promoting diversity, equity and inclusion in the workplace.

Purpose / Rationale

The B.C. Human Rights Code recognizes that all persons are equal in dignity, rights, and responsibilities, regardless of ancestry, place of origin, race, colour, age, sex, physical or mental disability, marital or family status, sexual orientation, gender expression or identity, religion, political belief, and criminal convictions unrelated to the employment. Workplace Accommodations seek to eliminate barriers, standards, requirements, practices, policies, and rules that adversely affect people on the basis of one or more of the above listed grounds.

The College of New Caledonia (CNC) will take reasonable steps to accommodate prospective, new, and existing employees whose participation in the workforce is otherwise affected by employment-related barriers due to a characteristic protected by BC's Human Rights Code, unless it would cause undue hardship to CNC to do so.

Scope / Limits

This policy applies to the accommodation of employees and prospective employees in the areas protected by the B.C. Human Rights Code.

Principles/Guidelines

1. CNC will endeavour to design all employment systems, processes, and facilities to be accessible to employees, and will seek to accommodate employees when barriers cannot be removed.
2. Requests for accommodations may arise during the recruitment process, at the time of job offer or hire, or during the period of employment.
3. Requests for accommodation will be based on individual circumstances and may include, but will not be limited to, such measures as workplace modification, changes in hours of work, employment policy or practice modifications, the provision of technical aids, or job transfer to a suitable job vacancy for which the employee is qualified.

4. Accommodation and its processes will respect an employee's right to privacy and confidentiality.
5. Successful accommodations rely on collaboration and cooperation between the employee, appropriate Administrator, Union Representative, and Human Resources. All parties will be expected to fully participate in the accommodation process.
6. CNC is not able to accommodate an Applicant if the accommodation would cause undue hardship.
7. The duty to accommodate does not require CNC to satisfy demands that are unreasonable, for example; create a job where none exists, displace another employee, assign an employee duties that are not of tangible benefit to CNC, or place an employee in a job they are not qualified for or cannot perform safely or productively.
8. Any technical aids, adaptive equipment, furniture, or other property purchased for an accommodation is the property of CNC, unless the property:
 - a) was customized to fit the body or unique physical needs of the employee; or
 - b) would not likely meet the accommodation needs of another employee.

Legislative and Collective Agreement References

- [CUPE Collective Agreement](#)
- [CNC Faculty Association Collective and Common Agreements](#)
- [BC Human Rights Code RSBC \[1996\]](#)
- [Freedom of Information and Protection of Privacy Act](#)

Links to Other Related Policies, Documents and Websites

- [AD-HR-1.25 Workplace Accommodation Procedures](#)
- [AD-HR-1.01 Sick Leave Policy and Procedures](#)
- [AD-HR-1.02 Administrative Personnel Policy](#)

Forms

- [Workplace Accommodation Application Form](#)

Policy Amendment Log

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