

 HUMAN RESOURCES POLICIES	Section #	Policy #
	I	40
	Approval Date:	Revision Date: Mar 2013
Title:	ACCOMMODATION IN THE WORKPLACE	
Applies To:	ALL EMPLOYEES	

POLICY STATEMENT:

The Region will make all reasonable efforts to **accommodate employees in the workplace** as stipulated under the Ontario Human Rights Code, the Workplace Safety and Insurance Act, the Employment Standards Act, **and the Accessibility for Ontarians with Disabilities Act**. The goal of such accommodation will be for management staff to enable the employee **to work**, return to work and to safely and productively perform their duties.

OPERATING DETAILS:

The Region will promote early and appropriate intervention when handling absences from work due to injury or illness.

Employees who have a work-related or non work-related illness, injury, or **disability** that prevents them from performing the essential duties of their regular position should report this to their supervisor. **Accommodation requirements are reviewed** and co-ordinated through an **Early and Safe Return to Work/Accommodation Plan** which takes into account individual circumstances. The plan may include modification of duties, hours, or work environment and may also address workplace accessibility issues.

Supervisors will provide their employees with all applicable forms and will obtain all necessary signatures in the event of an illness, injury **or disability**.

Employees experiencing illness, injury, **or disability** will maintain contact with their supervisor and Human Resources to keep them informed of any changes in their condition.

Supervisors are responsible for maintaining contact with their absent employees to ascertain the employees' capabilities and limitations.

Supervisors are responsible for keeping Human Resources advised of absent employees and of any changes in their status or condition.

Employees requesting accommodation on medical or psychological grounds must provide documentation by a physician or registered psychologist that is sufficient for the Region to establish a viable **Early and Safe Return to Work/Accommodation Plan**.

Employees requiring accommodation must advise their supervisor or the Human Resources Department.

Upon receiving a request for accommodation, consultation will occur between the employee, the employee's union representative (if applicable), the employee's supervisor and Human Resources staff.

Accommodation measures will take into account individual circumstances. An employee's individual accommodation plan may include modification of duties, hours, work environment, accessible formats and communication supports, or workplace accessibility issues e.g. workplace emergency response information.

Primary responsibility for arranging and financing accommodation rests with the department where the individual's regular position is located. **Supervisors will take into account an employee's accommodation and individual accommodation plan for the purposes of performance management, career development and redeployment.**

Where required, education and support to facilitate accommodation will be provided by Human Resources for affected staff members and their co-workers.

SEE ALSO:

- Applicable Collective Agreement;
- [Critical Incident Stress \(IV-07\)](#) – Docs #41770
- Ergonomic Analysis Procedure;
- [Emergency Workplace Response Information for Employees with Disabilities \(I-39\)](#) – Docs #1036544;
- [Employee Assistance Program \(III-27\)](#) - Docs #41755;
- [Equal Employment Opportunity \(I-07\)](#) – Docs #41659;
- [Parental Leave \(III-22\)](#) – Docs #41749;
- [Position Analysis Form \(HR30\)](#) – Docs #247510;
- [Pregnancy Leave \(III-21\)](#) – Docs #41748;
- [Sick Leave \(III-16\)](#) – Docs #41743;
- [Workplace Safety and Insurance \(IV-19\)](#) – Docs #41416.

FOR FURTHER INFO:

- Return to Work Coordinator,
Human Resources