



ACCOMMODATION FOR EMPLOYEES WITH DISABILITIES

Approved by: Academic Coordinating Committee

Authorizer: Executive Director, Human Resources

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PROCEDURE STATEMENT:

Conestoga is committed to providing an accessible working and learning environment that is inclusive of all persons and supports all members of the Conestoga community in an equitable manner. In accordance with the Accessibility for Ontarians with Disabilities Act and Ontario Human Rights Code, Conestoga will support and facilitate the accommodation of employees with disabilities in order that they can safely access all College opportunities. Accommodation related to employment, career development and redeployment, shall be provided in a manner consistent with the core principles of independence, dignity, integration and equality of opportunity. All workplace parties have a shared responsibility to engage in meaningful dialogue and to work together respectfully towards accommodation solutions.

SCOPE:

This procedure applies to all Conestoga employees.

DEFINITIONS:

Accommodation is a temporary or permanent measure used to address a barrier which prevents an otherwise qualified individual from performing or fulfilling the essential duties of a job. Examples of accommodation include: providing specialized tools and equipment, modification of a work station, providing technical aids and devices, alternative work schedule.

Undue Hardship: Conestoga attempts to accommodate the employment needs up to the point of undue hardship. The Ontario Human Rights Code prescribes three considerations in assessing whether an accommodation could cause undue hardship; cost, outside sources of funding, and health and safety considerations.

RESPONSIBILITIES

It is the individual's responsibility to inform Conestoga of his/her specific needs. This will ensure that accommodations are provided to maximize participation in employment. Individuals are eligible whether their disability is permanent or temporary.

Conestoga will provide accommodation to employees in a manner which respects the dignity of the person and will allow the individual to meet reasonable requirements of their work situation, unless providing accommodation would involve undue hardship to the College, or unless no reasonable accommodation would permit the employee to have the opportunity to meet the essential requirements of his/her employment.

Any items purchased by the College for accommodation purposes belong to the College. The employee has the use of the item as long as it is needed while working for the College.

The employee has a responsibility to answer questions and provide information regarding relevant restrictions or limitations, including information from health care professionals, where appropriate, and as needed. The employee is expected to participate in discussions regarding possible accommodation solutions, cooperate with any experts whose assistance is required, and work with the accommodation provider and assistive devices, if any, on an ongoing basis to manage the accommodation process.

REQUESTING ACCOMMODATION DUE TO DISABILITY

As the first step in the accommodation process, an employee completes the "Request for Accommodation – Employee" form and forwards it to his/her supervisor; a copy should also be sent to the Manager in Human Resources who has responsibility for attendance management and benefits administration, hereafter referred to as Human Resources. This form documents the nature of the request, grounds for the request and any other appropriate supporting information.

Human Resources will assess the request for accommodation and consult with the College's medical consultant, WellServe, if necessary. As appropriate, Human Resources will establish an accommodation team to provide additional expertise. The accommodation team will be composed of relevant individuals such as the employee; the supervisor; Human Resources; Occupational Safety representative. Where the employee is a member of the Support Staff or Academic union, a union representative will be a member of the team. Human Resources will keep notes of the meeting.

When an accommodation request results in an accommodation plan, the plan will be confirmed, in writing, by Human Resources and placed in the employee's benefits file, which is a confidential file maintained by Human Resources. The accommodation plan will include such details as: the request for accommodation, additional information or expert opinion received, alternative solutions explored, type and duration of accommodation, costs, information on alternative work or work modification, and the date the accommodation was implemented.

The accommodation plan will state the date for review/evaluation. Long-term accommodations will be reviewed minimally once per year.

If a request for accommodation is denied, the employee will be advised, in writing, by Human Resources.

Once accommodation is provided, the employee is expected to meet agreed-upon performance and job standards.

WORKPLACE EMERGENCY EMPLOYEE PLAN

If the employee receiving accommodation (temporary or permanent), requires assistance with the College’s emergency response process, the supervisor will work with the employee to develop a personal response plan. This may include arranging assistance for the individual to reach one of the Emergency Evacuation Areas in Conestoga. The employee should complete the Workplace Emergency Employee Plan and forward it to his/her supervisor.

REFERENCES:

Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, College’s Protection of Human Rights Policy, Workplace Emergency Employee Plan
Integrated Accessibility Standards Regulation, Ontario Regulation 191/11

REVISION LOG:

Revision Date	Summary of Changes
June 2008	Moved to new template
January 2013	Revised based on AODA requirements
November 2013	Revised based on AODA Employment requirements
December 3 2013	Policy and Procedure Committee – Revisions Approved
January 8 2014	Academic Coordinating Committee – Revisions Approved