

TITLE: Workplace Accommodation Procedure (Employee)

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Effective Date:

March 8, 2016

Mandatory Review

Date:

5 years

Approved By:

Centre for Equity and Inclusion, Human Resources

1. PURPOSE

This procedure provides information with respect to the application of the Sheridan Workplace Accommodation Policy.

2. SCOPE

This procedure applies to all Sheridan employees.

This procedure is distinct from:

- The Sheridan Return to Work Policy
- The Sheridan Workplace Accommodation Procedure (Job Applicant)

3. DEFINITIONS

Accommodation is a means of adjusting or modifying the work environment or the method of doing work in order to address individual needs of employees to permit them to perform the essential duties of their position.

Undue Hardship means the outer limit of the accommodation obligation, and refers to activities, impacts or effects that would fundamentally alter the employment relationship between Sheridan and an employee, result in undue and/or excessive costs for Sheridan, or unreasonably interfere with the health and safety or other rights of Sheridan's other employees. Undue hardship must be considered individually, in the full context in which each request for accommodation rises.

4. PROCEDURE

4.1 Request for workplace accommodation

Workplace accommodation ("accommodation") may be:

- Requested by the employee to their Manager; or

- Identified by the employee's Manager to Human Resources

Upon receiving a request for accommodation, the Manager will acknowledge receipt of the request, and will ensure all requests are addressed in a timely manner.

4.2 Participation of a support person

The employee may request the participation of a support person in any meetings or discussions related to the request for accommodation, which may be a representative from their Union, if applicable.

4.3 Initiation of the accommodation process

To initiate the accommodation process the employee will be asked to complete in writing the applicable **Sheridan Workplace Accommodation Request Form – i.e. General or Disability.**

The completed form should be submitted directly to their Manager, with a copy sent to their Human Resources Portfolio Manager.

4.4 Information gathering and assessment

4. 4.1 Documentation

Employees seeking accommodation will be required to substantiate their request with appropriate supporting information and/or documentation satisfactory to Sheridan, including information that establishes that the employee's circumstances engage the protections of the *Human Rights Code*. Upon review of the information provided, including the completed applicable **Sheridan Workplace Accommodation Request Form**, the employee may be asked to provide additional documentation (medical or other), satisfactory to Sheridan, in order to assess and substantiate the request for accommodation.

4. 4.2 Supporting medical documentation for disability related accommodation

For requests for accommodation due to disability, Sheridan will require supporting medical documentation, including information about the employee's medical restrictions/functional limitations arising from the disability. Medical documentation is kept in a separate file with Disability Management for confidentiality purposes in accordance with Sheridan's Record and Information Management Policy and Retention Schedules.

4.4.3 Assessment of the request

Human Resources will work with the employee, their Manager, and the applicable workplace parties, (including where appropriate, the Union representative and Disability

Management) in order to assess whether the employee has accessibility or other Code-related needs that may require accommodation.

If the assessment does not identify accommodation needs, Sheridan will inform the employee in writing that it is denying the accommodation request.

Where the assessment identifies that there are accommodation needs, Sheridan will work with the employee and relevant workplace parties to determine an appropriate accommodation in light of the employee's needs.

At any stage of the accommodation process, Sheridan may consult an external party at its own expense and discretion.

While the employee and the workplace parties have a shared responsibility in the accommodation process, Sheridan has the final decision authority for determining whether an employee has accommodation needs and, where such needs are identified, what is an appropriate accommodation.

4.5 Formalize an Individual Workplace Accommodation Plan

When an appropriate accommodation has been identified, the details of the accommodation will be documented in an **Individual Workplace Accommodation Plan** (the "Plan"), as appropriate. The content of the Plan will depend on the complexity of the accommodation(s) provided in the individual circumstances. Details may include scheduling information, workplace emergency response information, or other applicable workplace or job modifications.

Each disability related Plan must include a schedule outlining the times at which the Plan will be reviewed.

The employee, their Manager and Human Resources must sign the completed Plan. A copy of the completed Plan will be provided to the employee and their Manager. If requested by the employee, the Plan will be provided in an accessible format or with communication supports.

If Sheridan determines that it is not appropriate in a specific case to establish an Accommodation Plan, Sheridan will provide the employee with the reasons for this determination in writing.

4.6 Implement, Monitor and Review the Individual Workplace Accommodation Plan

The employee and their Manager will implement and monitor the Plan. Sheridan is responsible to assess the appropriateness of, and ongoing need for, the accommodations provided to the employee.

The Manager is responsible to identify changes to the job or scope of job responsibilities, such that a modification to the Plan is necessary and will communicate this to Human Resources accordingly.

A review of the existing Plan will also be carried out when:

- The employee's work location or position changes;
- The nature of the employee's status under the Code changes and the accommodation is based upon that change;
- The employee or Sheridan believes that the accommodation is no longer appropriate or required.

Human Resources will initiate a review of the Plan as outlined in each plan.

4.7 Responsibility of Manager assuming supervision of accommodated employee

When a Manager assumes the supervision of the accommodated employee, the Manager will read and familiarize themselves with the content of the employee's Plan.

5. RELATED DOCUMENTS/LINKS/FORMS

Workplace Accommodation Policy
Workplace Accommodation Request Form - General
Workplace Accommodation Request Form – Disability
Individual Workplace Accommodation Plan Form