

## Policies and Procedures

### Policy 6015: Accommodation Policy

Effective: 2018-11-01  
Next Review: 2020-10-31

#### A. PURPOSE

The purpose of this policy to:

- (1) Provide a clear statement of the obligations and responsibilities that are inherent in the College accommodation process;
- (2) Outline procedures to be followed for workplace accommodation; and
- (3) Delegate responsibilities to managers, supervisors, and employees regarding accommodation at Selkirk College.

#### B. SCOPE/LIMITS

This policy applies to all individuals employed by Selkirk College: contractors, staff, and faculty. The provision of reasonable accommodation shall be in accordance with the provisions of the British Columbia Human Rights Code ([http://www.bclaws.ca/Recon/document/ID/freeside/00\\_96210\\_01](http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01)) and up to the point of undue hardship.

#### C. PRINCIPLES

Selkirk College will work to ensure that individuals with personal characteristics protected under British Columbia Human Rights Code ( [http://www.bclaws.ca/Recon/document/ID/freeside/00\\_96210\\_01](http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01)) are able to work effectively by making reasonable adjustments or modifications to their work, or the work environment, up to the point of undue hardship.

Selkirk College shall provide reasonable accommodation as appropriate using a consultative approach that involves the College, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the personalized accommodation process and plan to meet specific needs of the individual.

Selkirk College will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and reasonable in the circumstances. Selkirk College encourages individuals to make any requests for accommodation known to their immediate supervisor and Human Resources, and to work with them in addressing the issue(s).

Accommodation shall be provided to individuals where possible and where the work must be modified or adjusted to address the needs of the individual based on protected grounds of discrimination under human rights legislation, up to the point of undue hardship.

Selkirk College shall ensure that each person with a disability will be considered individually, on a case-by-case basis, in order to determine reasonable accommodation requirements and respect principles of dignity and confidentiality.

The College shall ensure that individuals are not in any way disadvantaged because they have sought or require accommodation.

There may need to be consultations with appropriate medical and/or disability specialists in order to validate medical and/or disability information, determine individual accommodation requirements and consult on specific accommodation issues recognized in this policy.

## Policies and Procedures

Accommodation may be temporary or permanent, based on the requirements of the individual and will be reviewed regularly to ensure compliance with all applicable legislation, collective agreement provisions and College policy.

### D. DEFINITIONS

#### Accommodation

Accommodation is an adaptation or adjustment made to enable a person with a protected personal characteristic, including but not limited to a disability, to perform the essential duties or requirements of their position. The requirement, qualification or outlined factors must be reasonable and bona-fide in the circumstances. Accommodation may include, but is not limited to:

- Human support services
- Workstation and/or minor office modifications
- Job redesign
- Reassignments and alternative jobs
- Flexible or alternative work schedules
- Temporary rehabilitative assignments

#### Discrimination

Any conduct or term or condition of employment that has a negative impact, whether intentional or unintentional, against an individual because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or political belief of that person, or due to a criminal conviction unrelated to their employment.

### E. PROCEDURES

Employees may request accommodation from their immediate supervisor or manager; job applicants may request accommodation from Human Resources. Individuals requesting accommodation(s) must submit information Selkirk College requires by completing the attached form to document and/or assess their request for accommodation and identify suitable options. The Human Resources Advisor is responsible for ensuring that a written description of the accommodation plan is prepared and given to the direct manager and the employee.

All requests for accommodations will be responded to in a timely, fair, sensitive manner and in accordance with applicable privacy legislation.

All requests for accommodation will be dealt with on an individualized basis. In identifying appropriate and reasonable accommodation options, Selkirk College will consider the individual needs of the employee or job applicant making the request and the unique circumstances involved.

In the creation of an accommodation plan, Selkirk College shall determine the possibility of accommodation by considering various factors, in the following order:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role, and potential barriers, via the Absence Management Access program with Manulife, where applicable.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation, and select the most reasonable and appropriate avenue for accommodation.
5. Implement the accommodation process.

## Policies and Procedures

6. Provide training as appropriate.
7. Review and revise based on feedback.

### **Job Redesign**

In the event that the requested accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned. This may involve consultation with the appropriate union, where required by the collective agreement.

### **Financing the Accommodation**

Where the requested accommodation necessitates an investment in materials, equipment, or increased budget for the position, requests for financing must be directed to Human Resources or/and alternate authority if required.

### **Accommodating Job Applicants**

Any applicant to Selkirk College that communicates a request for accommodation shall be considered in a manner that is non-discriminatory, and respectful of human rights obligations.

Applicants will be informed that reasonable accommodation may be available, upon request, for the interview process, and for other candidate selection processes. Where an accommodation is requested, Selkirk College will consult with the applicant and provide or arrange for reasonable accommodation, where possible.

### **Appropriate Accommodations**

Appropriate accommodation may include:

- Work station adjustments,
- Changes to organizational policies and practices,
- Technical aids,
- Human support,
- Certified animal support,
- Providing materials in alternative formats,
- Building modifications,
- Counselling and referral services, like those offered via Homewood Heath our Employee Family Assistance Program provider,
- Temporary or permanent alternative work,
- Changes to performance standards or hours of work, or
- Leaves of absence.

## **F. RESPONSIBILITIES**

The process of accommodating individuals is a shared obligation of Selkirk College, the employee, immediate supervisor, and the union group representing the employee (where applicable). The immediate supervisor should be the first point of contact for employees when requesting a form of accommodation. Together, in consultation with Human Resources, and, where appropriate, healthcare practitioners and other applicable third parties, they will work to determine reasonable form(s) of accommodation considering the particular circumstances of the individual.

## Policies and Procedures

The employee will be provided with the Request for Workplace Accommodation form, which is needed to ensure that the request is supported by information from a medical professional, where applicable, and that suitable accommodation is considered. The form should provide an explanation of the functional effect of the disability on daily work, where applicable, as a diagnosis alone is insufficient to support a request for accommodation. The cost of completing this form shall remain the responsibility of the employee.

Where accommodation of a non-medical condition or characteristic is requested, the employee should provide as much information as possible in support of the request for accommodation to their supervisor or manager in order for the request to be considered by the College.

### G. OTHER RELEVANT POLICIES

Policy 6000: Employee Code of Conduct and Conflict of Interest

Policy 6010: Human Rights, Harassment & Discrimination

**Key Words:**.....accommodation, WCB Regulations, undue hardship

#### SELKIRK COLLEGE

#### Request for Workplace Accommodation Form – Medical Accommodation

**IMPORTANT for Certifying Professional** – Selkirk College endeavours to provide reasonable accommodation to ill or injured employees. This information will be used to determine accommodation needs to enable our employee to continue in his/her position safely.

For the purpose of determining my ability to safely perform my regular duties, I \_\_\_\_\_ consent to the release of information to my employer and the following individuals: *(Please check all choices and state names)*

Disability Management Representatives *(state name(s) if applicable):* \_\_\_\_\_

\_\_\_\_\_

Other, such as HR Director/HR Advisor *(state name & relationship to you):* \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Policies and Procedures**

**To be completed by qualified professional**

Based on the employee's medical condition please comment on the following questions as related to the aforementioned employee and their ability to perform the tasks and duties related to their position with the College as: *(see attached Job Description)*

Impacts on daily work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prognosis/duration: \_\_\_\_\_

**Accommodations required (please be specific):**

- Reduced workload percent: \_\_\_\_\_
- Equipment needed: \_\_\_\_\_
- Timetable adjustments: \_\_\_\_\_
- Mobility restrictions: \_\_\_\_\_
- Environmental restrictions: \_\_\_\_\_
- Other: \_\_\_\_\_

-----  
Certifying Professional's Name (please print): \_\_\_\_\_

Certifying Professional's Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT:** Please return completed form to: Human Resources Dept, ATTN: Arleen Gallo, Director of Human Resources

**NOTE:** The employee is responsible for any costs associated with the completion of this form.

-----  
**HR Use Only:** Follow up date: \_\_\_\_\_

---

## Accommodation Plan Form

This accommodation plan form can be used for existing employees or for new employees. Employees who have a disability that requires accommodation are encouraged to come forward to develop an accommodation plan. This form will be used in conjunction with the accommodation plan to outline specific workplace accommodations.

All information contained in this form will be confidential and will only be disclosed to those people who are assisting in the accommodation process. This form will be reviewed annually, and where needed, changes may be made as agreed upon by both parties. If an employee wishes to have the accommodation plan form reviewed prior to this date, he/she can request this by contacting the Human Resources Advisor. A copy of this form will be provided to the employee for his/her personal records.

## Policies and Procedures

**Part One: To be completed by employee**

The first part of this form will be completed by the employee. Management will then review this form and meet with the employee to determine possible accommodation. In the event that a request for accommodation is denied, Selkirk College will contact the employee within 14 working days providing the reason for the denial of the request. Please note that employees may have the participation of (Select one: a representative from their bargaining agent or other representative from the workplace) in the development of the accommodation plan.

Directions: Please fill out the section below listing any accommodation requests. Where information is not relevant, please insert N/A. If an assessment has been conducted, please attach a copy to this form and fill out the pertinent sections.

<b>Employee Section</b>	
Employee Name	
Title	
Department	
Immediate Supervisor	
Assessment Date	
Assessment Completed By	
<b>Please list specific types of accommodations requested</b>	
<b>Please list accessible formats needed</b>	

I have read and understand the College’s policy on accommodation. I understand that the accommodation requested above may not be granted but that the College will attempt to provide a reasonable accommodation that does not create an undue hardship on Selkirk College.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Policies and Procedures**

**Part Two: To be completed by immediate supervisor (and additional managers, if applicable)**

Management will review the accommodation request, with Human Resources, and determine the feasibility of the request and reasonable options for accommodation.

<b>Employer Section</b>	
Manager's Name	
Other review participants	
Signature(s)	
Date of Review	
<b>Evaluation of impact of accommodation (if any)</b>	
Accepted:	Not accepted:
<b>If not accepted, outline alternative accommodation available</b>	

**Part Three: Form review and agreement**

Once part one and two of the form have been completed, the employee, Human Resources Advisor and his/her manager and/or union designate must meet to review the accommodation request and, if need be, reach a resolution on accommodation details. Where portions of the accommodation request have been denied, Selkirk College will provide an explanation for the denial. The below form will outline the agreed upon accommodation(s). Where there is no agreement, this shall be documented.

<b>Accommodation Plan</b>	
Employee name	

**Policies and Procedures**

Management participants		
Date		
<b>Accommodation agreed upon</b>		
<b>Alternative formats required</b>		
<b>Additional information</b>		
Date of next review:		
<b>If no agreement on an accommodation, an explanation must be provided below</b>		
Workplace Emergency Response Information Plan Required?	Yes:	No:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_

Date: \_\_\_\_\_



## Policies and Procedures

### Responsibility, Recommendation and Approval Dates

**Executive Responsibility:** Vice President College Services/CFO

**Administrative Responsibility:** Director, Human Resources

**Recommended by Policy Review Committee:** 2018-12-10

**Recommended/Approved by Education Council:** n/a

**Approved by President:** 2019-01-01

**Linkage to Board Policy:** EL-10, EL-90, EL-30