

Policy 6015: Accommodation

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 Human Rights Code of British Columbia (https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01) and up to the point of undue hardship.

C. PRINCIPLES

Selkirk College is committed to promoting diversity, equity, and inclusion within the work environment, and in doing so recognizes the importance of the duty to accommodate. The College will work with employees to remove employment obstacles associated with the sixteen (16) protected categories identified under the Human Rights Code of British Columbia (https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01): Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age.

The 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 thirdparties that are required to assist in the personalized accommodation process and planning to meet the specific needs of the individual.

The 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.

The College shall ensure that each person who requests an accommodation 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.

Consultations with appropriate medical and/or disability specialists may be required in order to validate medical and/or disability information, determine individual accommodation requirements, and consult on specific accommodation issues recognized in this policy. Accommodation may be temporary or permanent, based on the nature of the accommodation 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, term, or condition of employment that has a negative impact, whether intentional or unintentional, against an individual because of [Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age](#), 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

Policies and Procedures

- 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.
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.

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 the Human Resources Advisor in order for the request to be considered by the College.

G. LINKS TO RELATED POLICIES, DOCUMENTS, AND/OR WEBSITES...

Policy 6000: Employee Code of Conduct and Conflict of Interest, Policy 6010: Human Rights, Harassment & Discrimination

Responsibility, Recommendation and Approval Dates

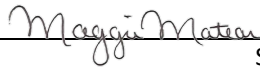
Executive Responsibility: Vice President College Services/CFO

Administrative Responsibility: Executive Director, Human Resources

Recommended by Policy Review Committee or Administrative Policy Review Committee: 2022/09/14

Recommended/Approved by Education Council: n/a

Approved by President:



Signature

September 16, 2022

Date

Linkage to Board Policy: EL-10, EL-90, EL-3