



## EMPLOYMENT POLICY MANUAL

<b>Subject:</b> Reasonable Accommodation	<b>Approval Date:</b> June 17, 2013	<b>By-Law No.</b> 1785-13
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### 3.14 REASONABLE ACCOMMODATION

The Municipality is committed to providing equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, record of offence(s), marital status, family status, disability, color or ethnic origin as described by the Human Rights Code.

The need for an employment accommodation policy has been recognized as essential from a human resources, human rights and employment equity perspective. In addition, employment accommodation is a legal obligation.

It is recognized that many of the barriers to equal participation by all people in our Municipality exist inadvertently or due to a lack of awareness of different needs, not because people have deliberately sought to discriminate.

Accommodation can be understood as a means of adjusting or modifying the work environment or the method of doing work, in order to address the individual needs of employees, enabling the Municipality to continue to benefit from their active participation in the workforce.

#### 1. PURPOSE

The Municipality will support the accommodation of employees and job applicants who have a disability or require religious accommodation, in a manner which respects their dignity, is equitable and which enhances their ability to compete for jobs, perform their work and fully participate in employment at the Municipality.

Although these are the most common grounds for accommodation requests, requests for accommodation under any of the other grounds of the Human Rights Code and the Ontarians with Disabilities Act are possible and should be approached using the process described herein.

To accomplish that goal, the Municipality will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals, up to the point where it causes undue hardship for the Municipality. Every effort will be made such that the impact of accommodation will not discriminate against another group.

#### 2. INDIVIDUAL ACCOMMODATION PLANS

The Municipality is required to develop with the individual(s) and have in place and on record a written process for the development of documented individual accommodation plans for employees.



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The process for the development of the plans shall include the following elements:

1. The employee requesting accommodation may participate in the development of the plan.
2. The employee is assessed on an individual basis.
3. An outside medical resource may assist in determining if the accommodation can be achieved.
4. The employee may request a representative of the bargaining unit to be involved with them in the process and in assisting with the accommodation.
5. Steps shall be taken to ensure privacy of the employee's personal information.
6. Frequency of reviewing the plan and how it will be done.
7. If an individual plan is denied, the reason for the denial and how the message will be delivered.
8. Providing the individual plan in a format that takes into account the accessibility needs due to disability.

These plans may include accessible format and communication supports information, individual workplace emergency response and any other accommodation information.

The Municipality will provide individualized workplace accommodation plans to employees who require them, if the requirement is such that the individualized accommodation plan is necessary, and if the Municipality is aware of the need for accommodation. Schedule "A" attached hereto and forming a part of this policy is an 'Individual Accommodation Plan' that is to be completed as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, the Municipality will, with the consent of the employee, provide the individualized accommodation plan to the person designated by the Municipality to provide assistance to the employee.

The Municipality will review the individualized accommodation plan when the employee moves to a different position within the organization, when the employee's overall accommodation needs or plans are reviewed, or when the employee requests the plan to be reviewed.