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|  |                           | <b>POLICY</b>                         |
|                                                                                   |                           |                                       |
| <b>SECTION: HUMAN RESOURCES</b>                                                   | <b>NO: HR-AC-01</b>       |                                       |
| <b>REFERENCE: ACCOMMODATION</b>                                                   | <b>Date: May 13, 2020</b> |                                       |
|                                                                                   |                           | <b>Next Review Date:<br/>May 2022</b> |

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## **TITLE: ACCOMMODATION**

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### **1.0 INTENT**

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- 1.1 The City of Dryden has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical and fair and is in compliance with all applicable employment and human rights legislation. All employment services provided by the Corporation shall follow the principles of dignity, independence, integration, and equal opportunity.
- 1.2 The City of Dryden will support the accommodation of employees and job applicants who require a bona fide workplace accommodation under any of the grounds described in the Code.

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### **2.0 GUIDELINES**

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- 2.1 The approach taken by the City of Dryden in the provision of reasonable accommodation shall include:
  - Personalized plans designed to meet the specific needs of individuals;
  - Collaborative practices in the creation and implementation of accommodation plans through consultation of all relevant stakeholders, the employee to be accommodated, and medical professionals; and
  - An approach that ensures confidentiality and dignity.

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### **3.0 DUTY TO ACCOMMODATE**

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- 3.1 The City of Dryden will work to ensure that employees protected under the Code are able to work effectively by making adjustments or modifications to the work, or the work environment, up to the point of undue hardship.

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- 3.2 The City of Dryden will work with the employee that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. The Corporation encourages individuals to make any needs for accommodation known to their immediate supervisor in consultation with the Manager of Human Resources, and to work with them in addressing the issue(s).

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### **4.0 ACCOMMODATION**

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- 4.1 Accommodation shall be provided for employees where the work must be modified or adjusted to address the needs of the employee based on protected grounds of discrimination under human rights legislation.
- 4.2 The City of Dryden shall provide accommodation as appropriate using a consultative approach that involves the employee, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process.
- 4.3 Accommodation may be temporary or permanent, based on the requirements of the employee.

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### **5.0 RESPONSIBILITY**

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- 5.1 The process of accommodating an employee is a shared obligation of the City of Dryden, the employee, and any applicable unions representing employees.
- 5.2 Management staff 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 required third parties, they will work to determine the most appropriate form(s) of accommodation to meet the needs of the employee.

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### **6.0 CREATING THE ACCOMMODATION PLAN**

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- 6.1 Any employee requesting accommodation must make a request to their manager or immediate supervisor. The manager and Human Resources staff are responsible for ensuring that a written description of the accommodation plan is prepared for the employee, where required.
- 6.2 The Manager of Human Resources shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, the City of Dryden shall:

- a) Identify the need for accommodation.
  - b) Determine objectives for performance in the role, and potential barriers.
  - c) Create a plan for achieving the objectives in an alternative manner.
  - d) Examine the options for accommodation and select the most appropriate avenue for accommodation.
  - e) Implement the accommodation process.
  - f) Provide training as appropriate.
  - g) Review and revise based on feedback or requirement.
- 6.3 In some cases, it will be reasonable to accommodate an employee in another position. The Human Resources department, working with appropriate City of Dryden managers, the employee, and the union if applicable, will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.
- 6.4 Where an employee is placed in an alternate position, the City of Dryden shall ensure that the employee has the requisite qualifications and skillset necessary for success in the position, is capable of performing the tasks associated with the position, and that the employee agrees that the alternate work is acceptable.

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6.5 Appropriate accommodations may include but not be limited to:

- Reduced hours;
- Reduced duties and responsibilities; and,
- Temporary or permanent alternative work.

6.5 In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned at the discretion of the employer.

6.6 The City of Dryden shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs for the organization, or where the accommodation would create a health and safety hazard.

| History                |                  |                     |                  |
|------------------------|------------------|---------------------|------------------|
| <b>Approval Date:</b>  | October 23, 2018 | <b>Approved by:</b> | By-law 4585-2018 |
| <b>Amendment Date:</b> | May 13, 2020     | <b>Approved by:</b> | CAO              |
| <b>Amendment Date:</b> |                  | <b>Approved by:</b> |                  |
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**This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.**

## HR-AC-01 Accommodation



**City of Dryden**

**Policy & Procedure**

### **Confirmation of Receipt and Understanding**

I have received a copy of the City of Dryden's Policies and Procedures entitled **Accommodation** (HR-AC-01) and have read it or have had it read to me, and I fully understand its content.

\_\_\_\_\_  
Employee Name (Please print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's (or designates) Signature

\_\_\_\_\_  
Date

Please forward to the Human Resources Department