

ST. LEONARD'S PLACE PEEL



Policy & Procedure

Policy/Procedure Name	Accommodation Policy HR 08
Policy/Procedure Number:	HR-08
Category (ies):	Human Resources (HR)
Subject (s)	Policy and procedures for workplace accommodation
Approved By:	Leslie Barnes, CEO
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Policy

St. Leonard's Place Peel will work to achieve a workplace free from barriers by providing accommodation for the needs of those individuals covered by the Accessibility for Ontarians with Disabilities (AODA) Act and the Ontario Human Rights Code (OHRC) up to the point where it causes undue hardship for St. Leonard's Place Peel.

Purpose

St. Leonard's Place Peel is committed to providing equal treatment to all employees free from discrimination in accordance with the provisions set out in the Ontario Human Rights Code. This policy has been adopted to ensure that all employees and job applicants have access to workplace accommodations in accordance with the Ontarians with Disabilities Act (2005).

Procedure

Duty to Accommodate

St. Leonard's Place Peel is committed to ensuring that all individuals are protected under the Ontario Human Rights Code and will consider any adjustments or modifications to the work, workplace and general work environment up to the point of undue hardship.

St. Leonard's Place Peel encourages individuals to make any needs for accommodation known to their immediate supervisor or manager. St. Leonard's Place Peel will work with the individual who requests accommodation to ensure that any measures taken to accommodate an individual covered by the Act and the Ontario Human Rights Code are both effective and mutually agreeable.

St. Leonard's Place Peel will consult with the individual, and where appropriate healthcare practitioners and other third-party specialists, in order to determine the most appropriate form(s) of accommodation.

Creating an Accommodation Plan

Any employee making a request for accommodation must make this request to their manager or immediate supervisor. In addition, St. Leonard's Place Peel may consider it appropriate to develop and implement an Accommodation Plan for employees who are absent from work due to ill health, resulting from a disability. The Plan may be used to facilitate or encourage a return to work by the employee.

The purpose of the Accommodation Plan is to set out in writing the methods by which any modifications, amendments or adjustments to the workplace or the employees work shall be managed. In creating the Plan, St. Leonard's Place Peel shall:

1. Identify the requirement or rationale for accommodation.
2. Determine the objectives for the effective performance of the employee in their role.
3. Identify any barriers to the employee achieving that objective.
4. Detail the options for accommodating the employee.
5. Examine the options for accommodation and recommend the most appropriate.
6. Outline how the accommodation process will be implemented.
7. Identify any training or other support that may be required.
8. Agree a timescale for implementation, review, and revision based on any feedback.

St. Leonard's Place Peel can request an evaluation by an external medical professional or other professional [JB1] person to determine if the accommodation can be achieved, or how it can be achieved.

A. Where an Employee Cannot be Accommodated

In some cases, it will not be possible to provide the accommodation request either in whole or in part, in such circumstances, St. Leonard's Place Peel will inform the employee of the reason why the accommodation cannot be provided. In some circumstances, it may be necessary to accommodate the employee in another position. Where an employee is reassigned an alternate position, St. Leonard's Place Peel shall ensure that the employee has the necessary qualifications and/or skills to perform the role and is capable of performing the tasks associated with the role.

B. Appropriate Accommodations

When considering appropriate accommodations, the manager or immediate supervisor shall consider the following:

- Adjustments to the work station, desk or immediate work environment
- Changes to organizational policies, procedures or practices
- Technical aids or assistive devices
- Providing materials in alternative formats
- Modifications or adjustment to the layout of the premises
- Amendments or modifications to working hours
- Leaves of absence
- Adjustment to work standards
- Changes to work uniforms or dress standards

Any accommodations may be temporary or permanent depending on the needs of the employee.

C. Accommodating Job Applicants

Any individual who applies for a job vacancy with St. Leonard's Place Peel and informs St. Leonard's Place Peel of the need for accommodation shall have any request considered in a manner that is respectful of our obligations under the Act and the Ontario Human Rights Code.

Applicants will be informed that accommodations are available, upon request, for the interview and selection process. Where an accommodation is requested, St. Leonard's Place Peel will consult with the applicant and provide or arrange for suitable accommodation.

D. Undue Hardship

St. Leonard's Place Peel shall provide accommodation up to the point of undue hardship. Undue hardship may occur when:

- No process or appropriate accommodation exists
- The cost of providing the accommodation would cause excessive cost to St. Leonard's Place Peel
- Where the accommodation would create a health and safety hazard
- It creates a detriment or has adverse impacts on other employees

E. Dispute Resolution

In the event that an employee requesting accommodation considers that their needs have not been met in a reasonable manner, they may submit a complaint in writing to the CEO who will investigate [JB2] the complaint in a reasonable time frame.