

Workplace Accommodation Policy for Persons with Disabilities

www.uwindsor.ca/equity

Accommodation is:

A workplace accommodation is an alteration to the general policies and facilities for an individual with particular needs - it does not mean changing the essential duties of the job or position.

For an accommodation to be justifiable, it must be clearly linked to the nature of the work performed and must contribute to the individual's performance of the essential duties of the job or the service provided by the University of Windsor.

Accommodations may be made for a long-term or recurring physical, medical, sensory, psychiatric or learning impairment which results in the requirement for alterations to the individual's working conditions.

Additionally, preventative measures (e.g. ergonomic assessments) may also be addressed through this process.

Examples For Disability: Modified work duties or equipment needs such as specialized computer software, telephone equipment, or furniture.

Undue Hardship:

Human Rights Law states that a workplace accommodation must be provided by the employer up to the point of undue hardship. The factors that constitute or may contribute to "undue hardship" include: insupportable costs, substantial disruptions of operations, and health and safety considerations.

If any of these factors creates a burden which cannot be reasonably borne by the employer, the duty to accommodate is suspended.

Responsibilities:

for the Individual:

- To communicate through the appropriate channels, at the earliest possible opportunity, the request for a workplace accommodation;
- participate and co-operate to facilitate the workplace accommodation; and
- provide necessary documentation required.

of the Union:

- Educate their membership about workplace accommodation;
- encourage their members to identify and communicate the need for workplace accommodation;
- work together with all parties to facilitate the workplace accommodation as there is a responsibility of Unions to facilitate the workplace accommodation;
- when a member of a Union group has specific difficulties with certain provisions of a collective agreement, the bargaining agents must co-operate to address these issues; and
- consult and collaborate with Union bargaining agents and the members of the accommodation Facilitation Panel as required.

of Co-Workers:

- Work together by co-operating and participating in the workplace accommodation process.

of the Supervisor:

- Identify the essential or core duties of the position;
- communicate promptly with the employee;
- participate and co-operate to facilitate the workplace accommodation;
- identify and communicate problems with the workplace accommodation; and
- document and report on the workplace accommodation.

of the University:

- Educate and communicate with all personnel about the *Workplace Accommodation Policy*;
- educate supervisors about their role in the workplace accommodation;
- participate and co-operate with all parties to facilitate workplace accommodation;
- act as a liaison between the department, and the employee/union representative;
- while a Workplace Accommodation Policy may essentially address a workplace job modification, it also plays a role in the recruitment and selection processes for the University of Windsor;

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- every element of the recruitment and selection process must incorporate employment equity principles;
- accommodations, if feasible, must be made when and where required to ensure all qualified applicants have access to the University of Windsor.

The process:

The onus for initiating the accommodation process request rests with the employee who requires the accommodation.

1. Who to contact to initiate the process of Accommodation:

- Your Supervisor
- Your Union Representative (where applicable)
- Human Resources (253-3000 ext. 2047 for referral to an Employee Relations Manager)
- Employment Equity Office (253-3000 ext. 2056/2057)

2. Accommodation Process may involve the Employee, Supervisor, the Union Representative and Employee Relations Manager to consider:

- The feasibility of the accommodation or alternative options; and
- The effect of the accommodation on co-workers. The Employee requesting an Accommodation is expected to be reasonable in responding to proposals put forward by the employer, and where it is involved, the Union.

3. The Accommodation is implemented.

4. **The Employee and the Supervisor will review the accommodation regularly to ensure that it continues to meet the needs of the Employee.**

5. **All parties will work diligently to insure that all requests for Accommodation are dealt with in a timely fashion and that all university personnel involved in the process treat the employee with dignity and respect.**

6. **In a resolution process where the employee believes an accommodation has not been satisfied, the employee is expected to submit to the Employment Equity Office a written request for accommodation stating clearly the reasons for the request, and including supporting documentation. The Employment Equity Manager will then initiate the resolution process by convening the Accommodation Facilitation Panel (AFP). The AFP, an advisory panel, after consultation with all parties, will recommend a plan of action.**

7. **It is expected that an individual who has been accommodated, pursuant to the Accommodation Policy, will self-identify as a Person with a disability on the University of Windsor Employment Equity Census.**

For more information:

The University of Windsor Workplace Accommodation Policy for Persons with Disabilities is available online at: www.uwindsor.ca/equity

*Alternative formats available upon request.

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Contact:

- Your Supervisor
- Your Union Representative (where applicable)
- Human Resources Department (For referral to an Employee Relations Manager, 253-3000 ext. 2047)
- Employment Equity Office (253-3000, ext. 2056)

For further information, please contact the Office of Employment Equity, University of Windsor

Anne Carrick,
Employment Equity Manager
acarrick@uwindsor.ca
253-3000 ext. 2057

Did you know?

The University of Windsor **Campus Accessibility Advocacy Committee** is an advisory and educational advocacy group for persons with special needs which reports to the President.

The work of the University of Windsor Employment Equity Coordinating Committee includes developing fair, equitable and barrier-free employment practices in accordance with the Employment Equity Act and its regulations.

Campus Accessibility **“We Need to Hear from You”** is a website dedicated to receiving input from the community concerning the accessibility of our campus. You can visit the site at: www.uwindsor.ca/campusaccess