



Human Resources

Process for Workplace Accommodation Requests

These guidelines are intended to provide employees with an understanding of how the University addresses accommodation in the workplace. This information applies to all employees at Mount Royal University with accommodation requests based on the protected grounds defined by the Alberta Human Rights Act. In the workplace, the protected grounds that most commonly arise include physical disability, mental disability, family status and religious beliefs.

GUIDELINES

- (a) Employees, managers/chairs and Association representatives are expected to work cooperatively to facilitate accommodation requests.
- (b) Accommodation requests will be addressed on a case-by-case basis in accordance with any unique context and circumstance and in accordance with the applicable collective agreement or terms and conditions of employment.
- (c) Accommodation requests will be dealt with promptly. Where necessary, interim accommodation measures will be provided while long-term solutions are developed.
- (d) All documentation related to accommodation requests shall be kept in Wellness at Work in the Department of Human Resources, in accordance with the relevant legislation and University policy.
- (e) Employees are required to accept reasonable accommodation when it is offered, even if it is not the preferred accommodation.
- (f) When the protected rights of two individuals or groups come into conflict, a balance must be achieved that fully contemplates both sets of rights.

PROCESS

- (a) Employees seeking accommodation should make a request in writing to Wellness at Work in Human Resources (wellnessatwork@mtroyal.ca).
- (b) Employees requesting accommodation on the basis of disability will be required to submit medical documentation to Wellness at Work that confirms the employee's functional

restrictions/limitations and the anticipated duration of the accommodation. Other types of accommodation requests may also require supporting information or documentation.

- (c) Wellness at Work will typically, in collaboration with the employee's manager/chair, or other appropriate level of management depending on the nature of accommodation, assess the accommodation request and, if appropriate, develop an accommodation plan. The Mount Royal Staff Association (MRSA) or the Mount Royal Faculty Association (MRFA) will be included in the accommodation discussion if so requested by the employee.

For ongoing or long term accommodation, Wellness at Work will follow up on a periodic basis to ensure the accommodation plan is meeting the needs of the individual and the department.

- (d) Whenever possible, employees will be accommodated in their own job, taking into consideration any bona fide occupational requirements. This will be done by either modifying duties or hours of work that conflict with an employee's functional restrictions and/or limitations.
- (e) If an employee's functional restrictions and/or limitations are unable to be accommodated in their own job, other vacant positions within an employee's department will be considered, taking into consideration any bona fide occupational requirements.
- (f) When reasonable accommodation cannot be found in an employee's own department, the search will be expanded to include other areas of the university, again taking into consideration any bona fide occupational requirements.