



Human Resources

Process for Workplace Accommodation Requests Mount Royal Faculty Association Members

These guidelines apply to all Employees who are Mount Royal University Faculty Association members with accommodation requests based on the protected grounds as established by law. 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 collective agreement.
- (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 FOR ACCOMMODATION

- (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. ** Additional medical information may be required on a case by case basis as determined by Wellness at work. ** 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 Association 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.

PROCESS FOR RE-EVALUATION OF ONGOING ACCOMMODATION BASED ON THE GROUNDS OF PHYSICAL OR MENTAL DISABILITY AS ESTABLISHED BY LAW

Where the University has been accommodating an employee, and a change in circumstances prompts the need to reevaluate the ongoing accommodation for any reason, the following process will be followed:

- (a) The Parties shall meet to assess the viability of continued accommodations short of undue hardship. Upon the request of the employee, the meeting shall be between the University's representative and the employee only, without the Association representative (as applicable) present.
- (b) The Parties shall discuss, consider, and assess potential methods of continued accommodation of the employee in light of factors including but not limited to the temporary versus permanent nature of the restrictions, the functional limitation caused by the restrictions, and the availability of productive work, with or without modifications.
- (c) Subject to the duty to accommodate to the point of undue hardship, the University reserves the right to make the decision, including, but not limited to: the continuation of the present accommodations; modification of the present accommodations; or termination of the present accommodations.
- (d) If the University's decision is to modify or terminate a present accommodation due to undue hardship, the University shall notify in writing the Association and the employee of the University's decision, and the notice shall provide reason so that they can understand the basis for the University decision.