

## Procedures for Accommodating Employees Who Require a Workplace Accommodation

### Introduction

The purpose of these procedures is to outline the process for requesting, documenting, and managing accommodations based on medical, family status or religion for all employees at the University of Regina.

### 1. Identify the need for an accommodation

- 1.1 An employee who requires an accommodation is responsible for identifying the need for an accommodation in writing to their direct Administrator.

### 2. Provide documentation to support the accommodation request

- 2.1 For all requests related to accommodation, the employee must provide the University the reasons for the accommodation (medical, family status, religion), the accommodation being requested, and suggestions as to how the accommodation can be achieved. This information is to be provided in a timely manner.
- 2.2 For medical accommodation requests, the employee must supply relevant supporting information from a licensed practitioner. The information shall include the following:
  - 2.2.1 The date of the most recent evaluation,
  - 2.2.2 Current capabilities and limitations/restrictions based on detailed medical documentation,
  - 2.2.3 The expected duration, stability or progression of the illness, injury or on-going recognized disability and,
  - 2.2.4 Signature of the licensed practitioner and contact information.

The **Attending Physician's Statement** is available on [UR Source](#) [login required].

**With the consent of the employee requesting the accommodation, additional information may be obtained by the Healthy Workplace Advisor from the licensed practitioner.**

#### **NOTE:**

To protect the privacy of personal health information, only the Human Resources Department (Pension & Benefits) will maintain medical information related to accommodation.

- 2.3 For religion-based accommodation requests, the employee must identify, in writing, the conflict between the job requirements and the employee's sincerely held beliefs and/or religious practice. This may include written materials describing the religious belief or practice, confirmation from church official or religious leader, and/or other supporting information.

- 2.4 For family status accommodation requests, the employee must supply information demonstrating the following:
  - 2.4.1 The child is under the employee's care and supervision,
  - 2.4.2 The child-care obligation engages the employee's legal responsibility for that child, as opposed to personal choice,
  - 2.4.3 The employee has made reasonable efforts to meet child-care obligations through reasonable alternative solutions, and that no such alternative solution is reasonably accessible, and
  - 2.4.4 A workplace rule or standard interferes in a manner that is more than trivial or insubstantial with the fulfillment of the child-care obligation.

### **3. How the University processes a request for an accommodation**

- 3.1 Once the required information is received by Human Resources, the Human Resources representative will contact the Administrator and the employee to schedule a meeting with all parties to discuss the requested accommodation.
- 3.2 The accommodation discussion must be a collaborative process. This process includes discussion with the employee, the Administrator, the Human Resources representative, the Union (if applicable) and licensed practitioner/religious authority (if applicable). A discussion should occur regarding the employee's needs and the operational requirements of the department, as well as taking into consideration the bona fide occupational requirements of the job.
- 3.3 Once all parties have discussed the accommodation, a written accommodation plan will be prepared by the Human Resources representative to outline the details of the plan.
- 3.4 The Administrator and the employee implement the accommodation plan with support from Human Resources and Union (if applicable) as required.
- 3.5 The Human Resources representative will follow up with the Administrator to ensure the accommodation plan has been implemented in accordance with the Workplace Accommodation Policy.

### **4. Procedures for the Administrator**

- 4.1 The Administrator will accept the accommodation request in good faith, and exercise due diligence to expeditiously resolve requests for reasonable accommodation by employees.
- 4.2 The Administrator will work with the Human Resources representative to coordinate the accommodation based on relevant documentation to the point of undue hardship for the University. The department/faculty is responsible for the costs associated with the accommodation.
- 4.3 The Administrator will monitor the accommodation plan to determine if any adjustments are required. If adjustments are required, the Administrator will work with the Human Resources representative to update the plan.