

Workplace Accommodation

CATEGORY	Human Resources	NUMBER	C90
SUBJECT	Workplace Accommodation	DATE	O – February 2020

Policy:

It is the policy of the Children's Treatment Centre of Chatham-Kent to respond to the individual needs for accommodation of either current or potential employees.

This applies to all existing employees as well as individuals applying for positions at the Children's Treatment Centre of Chatham-Kent

Procedure:

At the Centre, employees with disabilities or special needs are entitled to the same opportunities and benefits as everyone else. In some circumstances, employees with disabilities or special needs may require unique arrangements or accommodations to enable them to fulfill their job duties.

The Children's Treatment Centre of Chatham-Kent is committed to identifying and removing barriers for employees with disabilities or special needs. The removal of barriers may include, but not be limited to, one of the following methods:

- Increased flexibility in work hours.
- Providing reading materials in alternative formats including digitized text, Braille or large print.
- Providing sign language interpreters or real time captioning for persons who are deaf, deafened or hard of hearing so that they can participate in meetings.
- Installing automatic entry doors and making washrooms accessible in the workplace or the common areas.
- Where appropriate, job restructuring, retraining or assignment to an alternative position.
- Adapting employee workstation and providing specialized aids and equipment.

Requests for accommodation will be accepted to the point of undue hardship as determined on a case-by-case basis and will be submitted to our third party absence adjudicator for approval.

Employees will be responsible for telling their supervisor what their disability-related needs are as they relate to their job duties. Employees will be required to provide supporting information about their disability-related needs, including medical or other expert opinions where necessary.

It is expected that any employee with a disability affecting their job duties will fully participate in exploring possible solutions for accommodation.

The Children's Treatment Centre of Chatham-Kent will deal with accommodation requests as quickly as possible and hold in the strictest of confidence any information relating to the employee's disability.

Approved By:

A handwritten signature in black ink, reading "Donna Litwin-Makey". The signature is written in a cursive, flowing style with a large initial 'D'.

Donna Litwin-Makey, Executive Director