

# Workplace Accommodation

<b>CATEGORY</b>	Human Resources	<b>NUMBER</b>	C90
<b>SUBJECT</b>	Workplace Accommodation	<b>DATE</b>	O – February 2020 R - May 2024

## 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.

## Workplace Emergency Response Details

The Children’s Treatment Centre of Chatham-Kent will provide workplace emergency response information to employees based on the following.

- 1) As soon as practicable after the employer becomes aware of the need for accommodation due to the employee’s disability.

- 2) If an employee who receives individualized workplace emergency response information requires assistance, with the employee's consent, the employer shall provide workplace emergency response information to the person designated by the employer to help the employee.
- 3) The employee reviews the individualised workplace emergency response information:
  - a. When the employee moves to a different location in the organization
  - b. When the employee's overall accommodation needs or plans are reviewed
  - c. When the employer reviews its emergency response policies

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.

#### Accommodation Plan Development Process

- 1) Any employee who wishes to request and/or participate in an accommodation plan is to reach out to their current supervisor, and or Human Resources representative to initiate the request process
- 2) Each employee will be assessed on a case-by-case basis
- 3) If necessary, the CTC-CK reserves the right to request an evaluation by an outside medical and/or applicable expert to assist in determining how accommodation can be achieved, and if so, how the accommodation can be achieved. Any costs associated with follow up medical documentation will be covered by the CTC-CK.
- 4) Employees who wish to have additional representation within the accommodation plan development process can request so in writing submitted to their Human Resources representative.
- 5) As per current centre confidentiality policies, all records regarding privacy of personal information will remain private and confidential within current employee files.
- 6) The review of existing accommodation policies will occur a minimum of 1x monthly, and or as otherwise identified by outside medical experts in relation to the nature of the disability and factors associated with the accommodation. Accommodation review can also be requested by the employee at any time during the accommodation period. All updates to accommodation plans will be completed in conjunction with the associated employee, Human Resources, and/or identified designates chosen by the employee if applicable.
- 7) If an accommodation request request/plan is denied, formal documentation in the form of a letter will be provided to the employee outlining rationale for the decision made.
- 8) Approved accommodation plans will be confirmed and communicated to the employee in a letter, and/or identified format that takes into account the employee's accessibility needs due to disability.

#### Individual Accommodation Plans shall:

- 1) If requested, include any information regarding accessible formats, and communication supports provided.
- 2) If required, will include individualized workplace emergency response information.

- 3) Identify any other accommodations that are to be provided.

### Return to Work Process

The following process outlines the “Return to Work” process for any employee who has been absent from work due to a disability and requires disability-related accommodations in order to return to work:

Step 1. Initiate the leave and stay in contact with the employee.

If an employee needs to take a disability leave, s/he will inform his/her manager and human resources. The employee and manager will maintain regular contact, with the employee’s consent, to address any problems that may arise and facilitate the return-to-work process

Step 2. Gather relevant information and assess individual needs.

The employee and manager will work together to share information and find the most appropriate accommodation, for example:

#### Manager

- Provides the employee with return-to-work information
- Helps resolve any problems with treatment if requested to do so by the employee
- Maintains regular contact with the employee
- Ensures work practices are safe for returning employee
- Assists with identifying accommodations
- Assists with analyzing the demands of each job task

#### Employee

- Gets and follows the appropriate medical treatment
  - Provides updates about their progress, including information about his/her functional ability to perform the job
  - Provides his/her health care provider with the return-to-work information
- Health care provider(s), workplace representative(s) and health and safety professional(s) may also participate in the process, if needed.

Step 3. Develop a return-to-work plan.

After identifying the most appropriate accommodation, safety considerations and any transitional measures, capture the details in a written plan.

Depending on circumstances, the employee may:

- return to the original position
- return to the original position with accommodation(s) on a temporary or permanent basis
- return to an alternate position on a temporary or permanent basis

The return-to-work plan should be attached to the employee’s individual accommodation plan.

Step 4. Implement, monitor and update the plan

After implementing the return-to-work plan, the employee and manager will monitor and review the plan regularly to ensure that it remains effective. If the accommodation is no longer appropriate, they will reassess the situation (step 2) and update the plan.

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 that reads "Donna Litwin-Makey". The signature is written in a cursive, flowing style.

Donna Litwin-Makey, Executive Director