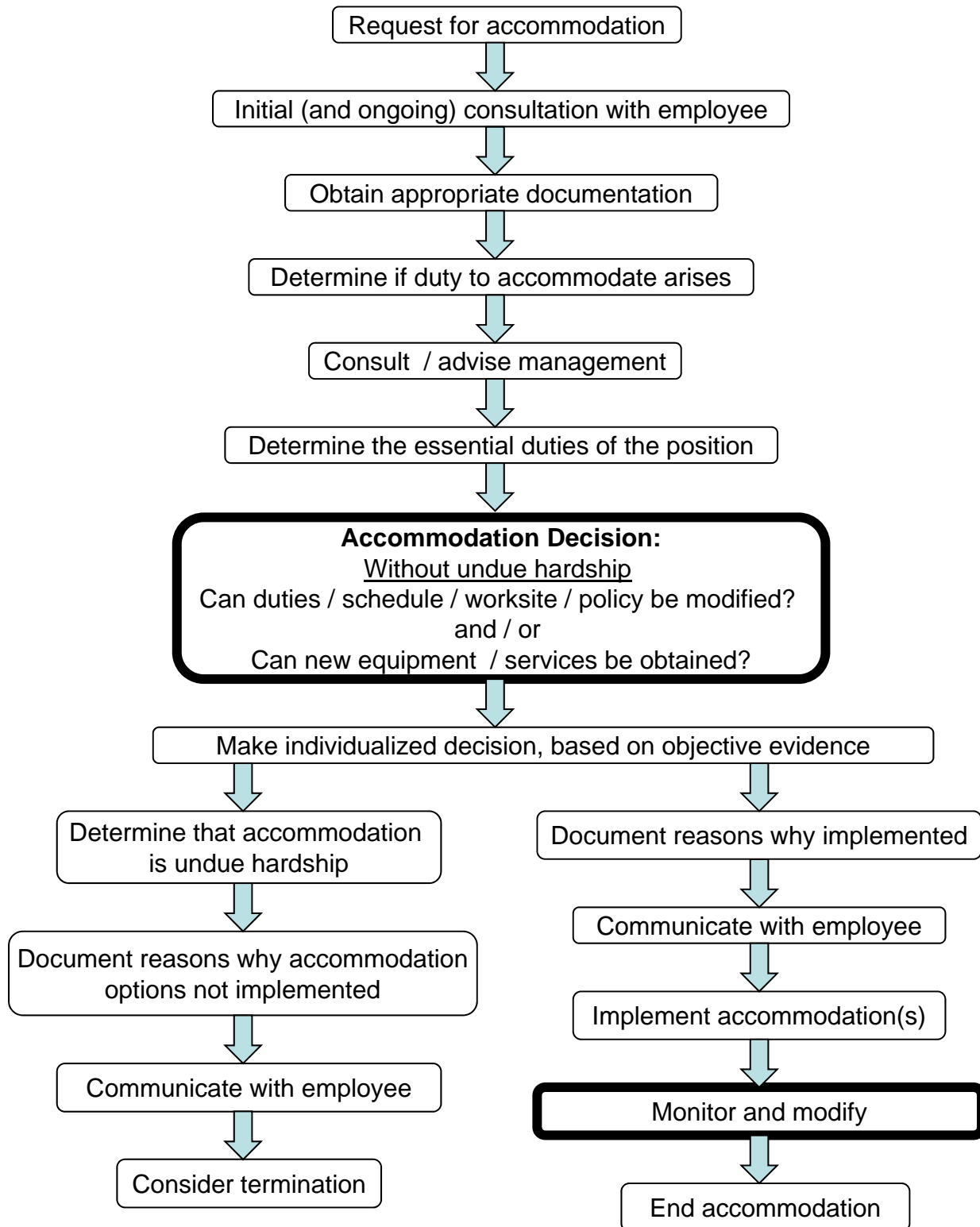


Accommodation Flowchart



Manager's Checklist:

Accommodation

Purpose:

- Retain and continue to receive the benefit of experienced, trained employees
- Encourage participation in the workplace of a disabled employee
- Ensure compliance with human rights legislation

Accommodation:

- Read the collective agreement (where applicable)
- Identify that an accommodation request has been made or is required
- Meet with the employee to discuss the accommodation
 - Review the job description and a physical demands analysis
 - Confirm continued need for accommodation
 - Advise employee of their responsibility and obligation to actively participate in process
- Invite the participation of the union to determine appropriate accommodation
- Discuss accommodation requirements with front-line managers and others on a 'need-to-know' basis
- Accommodation must be to the point of undue hardship
 - Can the employee be accommodated in their substantive position?
 - Changes may be required to hours, duties, equipment or processes
 - Can the employee be accommodated in a different position within the bargaining unit? Outside the bargaining unit?
 - The Company is not required to create a brand new job, however it should be assessed whether work could be re-bundled or redistributed
 - Employees are obliged to accept 'reasonable' accommodation, not entitled to their 'perfect' accommodation
 - Accommodation can involve affecting the collective agreement rights of the member seeking accommodation
 - Accommodation that would compromise the ability of other employees to enjoy their rights under the collective agreement (seniority, work assignment, scheduling) may meet the test of undue hardship
- On-going obligation
- Document all activities