

# Corporate Policies

**SECTION: TERMS & CONDITIONS OF EMPLOYMENT**

**SUBJECT: Workplace Accommodation**

POLICY/PROCEDURE NO. 2.12.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 3

SUPERCEDES POLICY DATED: New

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation will make every reasonable effort to accommodate the injured or disabled employee. The continued employment of an employee will be based on the employee's specific functional abilities and specific job performance expectations as determined by the Corporation.

The Corporation will fulfill its obligations under the Ontario Human Rights Code and the Workplace Safety and Insurance Act with respect to accomodating the employee.

Situations, requiring accommodation, will be handled on a case-by-case basis and will respect the needs of both the individual and the Corporation.

## **PURPOSE:**

To provide early and safe reintegration into the workplace and to provide suitable employment for employees who require accommodation.

## **SCOPE:**

All employees.

## **PROCEDURE:**

### 1. GUIDING PRINCIPLES

- a. Workplace accommodation is handled on a case-by-case basis with the full involvement of all parties affected.
  - i. An accommodation plan may be designed to enable the employee to gradually return to the full and regular duties.
  - ii. In the event that it has been determined that an employee's disability is permanent, the Corporation will endeavour to provide employment consistent with the employee's qualifications, skills and functional abilities.

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- b. Employees performing a temporary accommodation assignment will continue to be paid at their pre-disability rate of pay for all hours worked, and will continue to accrue service and related benefits.

## 2. RESPONSIBILITIES OF THE EMPLOYEE

- a. Provide medical documentation to substantiate the disability and as required thereafter.

Should the medical evidence provided not be sufficient and/or there is conflicting medical opinion, the Corporation may request that an independent medical evaluation be conducted.

- b. Assist in identifying suitable employment that is consistent with functional abilities.
- c. Maintain satisfactory job performance consistent with their functional abilities and limitations.

## 3. RESPONSIBILITIES OF THE SUPERVISOR

- a. Provide, if possible, modifications to the employee's regular work so that duties and responsibilities can be achieved. Modifications will include, but not limited to, creative and innovative solutions.
- b. Liaise with the Human Resources Division and colleagues endeavoring to design and make available temporary accommodation assignments that respect the employee's functional abilities and limitations.

## 4. RESPONSIBILITIES OF THE HUMAN RESOURCES DIVISION

- a. Provide consultation and guidance to, but not limited to:
  - i. The Employee
  - ii. The Supervisor
  - iii. The Union

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- b. Coordinate and monitor the workplace accommodation activities throughout the process.

## **ACCOUNTABILITY:**

Supervisors are fully accountable to ensure adherence to this policy as outlined.

## **ADMINISTRATION:**

Human Resources Division, City of Brampton 1<sup>st</sup> Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

## **CONTACT:**

Human Resources Advisor, Human Resources Division. (905) 874-2546 or (905) 874-3377