

RURAL MUNICIPALITY OF STUARTBURN

INDIVIDUALIZED ACCOMODATION PLAN POLICY

1. Request for an individualized accommodation plan

The R.M. of Stuartburn supports employees by providing reasonable accommodations in the workplace. An employee may make a verbal request or send a written request to their manager, supervisor or other human resources representative for an individualized accommodation plan.

2. Assessment of employee and accommodation required

The R.M. of Stuartburn will assess the employee and possible accommodations on an individual basis.

The R.M. of Stuartburn may request, and cover costs for, an evaluation by an independent regulated health professional or other practitioner in the area of workplace accommodations for employees with disabilities.

3. Assistance to the employee in developing the accommodation plan

An employee may request assistance in the development plan, including:

- A representative of the bargaining agent (union) if applicable
- Another person who is knowledgeable about workplace accommodations for employees with disabilities.

4. Content of the accommodation plan

The individualized accommodation plan includes:

- Accessible formats and communication supports, if requested
- Workplace emergency response information, if required
- Details of how and when any other accommodations will be provided
- When the plan will be reviewed

5. Review of the plan

Frequency of review: the R.M. of Stuartburn will review an employee's individual accommodation plan on the three-month anniversary date and in combination with regular (annual) employee reviews after that. The R.M. of Stuartburn will update the accommodation plan as required.

The R.M. of Stuartburn will also review, and update if required, an employee's accommodation plan when:

- The employee's workspace is modified or relocated
- The employee's responsibilities have changed
- Other workplace changes have occurred that affect the accommodation
- The employee has made a request to review and update the accommodation plan.

6. Accessible formats

The R.M. of Stuartburn meets the communication needs of our employees by providing them with a copy of their plan or an explanation for denying the request to introduce a plan in a format that is accessible to the employee.

7. Requests denied

The R.M. of Stuartburn may deny an employee's request for an individualized accommodation plan in the following circumstances:

- The employee is able to carry out most of the job without an accommodation
- The independent regulated health professional(s) does not support the employee's self-assessed requirement of a workplace accommodation
- Our research shows that the accommodation request would cause undue hardship (e.g. by creating safety risks to other employees or an unsustainable financial burden)

8. Protection of employee information

The R.M. of Stuartburn will protect the employee's personal information and personal health information at all times by taking the following steps:

- Using confidential forms
- Locking file storage and limiting access to human resources and managers only

Date of Next Policy Review: _____

Approved by: _____

RURAL MUNICIPALITY OF STUARTBURN

INDIVIDUAL ACCOMODATION PLAN WORKSHEET

Employee's Name: _____

Date: _____

Employee's Position/Department: _____

Manager: _____

Workplace Barriers	Job-related tasks/activites affected by barriers	Is this an essential job requirement?
-----------------------	---	--

Sources of professional input into the individual accommodation plan (e.g. human resources manager, union, family doctor, specialists):

Accommodation measures are to be implemented from _____ to _____. If no end date is expected, the next review of this accommodation plan will occur on _____.

The accommodation measure(s) should be reviewed regularly, for example annually.

Description of Accommodation Measure(s)

Which job requirement(s) and related tasks require accommodation?

- 1.
- 2.
- 3.

What are the objectives of the accommodation (i.e. what must the accommodation do to be successful)?

- 1.
- 2.
- 3.

Which accommodation strategies/tools have been selected to aid this task/activity?

- 1.
- 2.
- 3.

Accessible Formats and Communication Supports

Upon request, this information will be shared with the affected employee with consideration to her communication requirements.

Roles and Responsibilities

Outstanding actions to
Implement accommodation

Assigned to

Due Date

Additional Documents

Document

Yes

No

Emergency Plan

Employee's Signature

Manager's Signature