

ACCOMMODATION POLICY FOR EMPLOYEES

Policy Name: Accommodation Policy for Employees	Responsible Owner: Associate Vice President, Human Resources	Created: 2018 Apr
Policy Number: A22	Approval Body: Senior Management Team	Last Reviewed/Revised: 2020 Jun
Category: Administration	Replaces: A02.09.01 Sexual Harassment and Personal Discrimination	Next Review: 2021 Jun

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A. PURPOSE

Douglas College is committed to providing an equitable and accessible work environment which promotes, involves and reflects our diverse communities. The College will take reasonable steps to accommodate Employees and prospective Employees with physical or mental disabilities, or whose participation in the workforce is otherwise affected by employment-related barriers created by a characteristic protected by the BC *Human Rights Code*, unless doing so would result in undue hardship.

B. SCOPE

This policy applies to all Douglas College Employees.

C. DEFINITIONS

Employees: All staff, faculty and administrators of Douglas College.

D. POLICY STATEMENTS

1. The College will take reasonable steps to accommodate Employees and prospective Employees with physical or mental disabilities, or whose participation in the workforce is otherwise affected by employment-related barriers created by a characteristic protected by the *BC Human Rights Code*, unless doing so would result in undue hardship.
2. Accommodations will be based on individual circumstances, and may include but will not be limited to such measures as job redesign, work station modification, changes in hours or days of work, employment policy or practice modifications, the provision of technical aids, job transfer to a suitable job vacancy for which an Employee is qualified.
3. Medical accommodations will be considered where employment-related barriers are created by a physical disability or mental disability. An Employee or prospective Employee who wishes to be considered for a disability-related accommodation must provide the College with suitable medical information which establishes the existence of a disability and supports the requirement for accommodation. The medical information required by the College will depend on the individual circumstances. It must enable the College to determine the specific job accommodations that are medically required because of the applicant's disability.
4. Non-medical accommodations will be considered where employment-related barriers are created by other characteristics protected by the *BC Human Rights Code* (i.e., sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, gender identity or expression, age (defined as age 19 or older), or criminal conviction which is unrelated to the person's employment). An Employee or prospective Employee who wishes to be considered for a non-medical accommodation will be required to provide documentation and information to the College to support the need for the accommodation. The information required by the College will depend on the individual circumstances.
5. Successful accommodation relies on collaboration and cooperation between the applicant, the applicable manager(s), the Employee's union (if applicable) and Human Resources. All parties will be expected to participate reasonably in the search for an appropriate accommodation.
6. The College is not able to accommodate an applicant if the accommodation would cause undue hardship. The existence of undue hardship will depend on the individual circumstances. Relevant factors may include, but are not limited to, the following:
 - a) Whether there is a risk to the safety of the applicant or others;
 - b) The financial cost of the accommodation;
 - c) Whether the proposed accommodation would result in lowering material performance standards, or in substantive job requirements not being met; or
 - d) Whether the accommodation would be unduly disruptive to the work environment, or have a significant adverse impact on the rights or morale of other Employees.

7. An applicant who requests accommodation must be able to perform the essential requirements of the job. If the accommodation involves a transfer to a different position, the Employee will be paid the wage rate for that position.
8. The duty to accommodate does not require the College to satisfy demands that are unreasonable, create a job where none exists, displace another Employee, assign “make work” duties that are not of tangible benefit to the College, or place applicants in jobs for which they are not qualified, or that they cannot perform safely and productively.
9. Requests for accommodation will be denied by the College where:
 - a) The request is not linked to a characteristic protected by the *BC Human Rights Code*;
 - b) There is insufficient evidence to support the request;
 - c) The applicant has failed to cooperate in the accommodation process, or has refused a reasonable accommodation proposed by the College; or
 - d) The requested accommodation would cause the College undue hardship.
10. Any technical aids, adaptive equipment, furniture or other property purchased for an accommodation is the property of the College.

E. PROCEDURES

N/A

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- [Employee Accommodation Guide](#)
- [BC Human Rights Code](#)
- To be added as determined

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENT CLAUSES

- Current [Collective Agreement between Douglas College and the BC Government and Service Employees' Union \(BCGEU\)](#)
- Current [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)