



## PROCEDURES

Policy Name	<b>Reasonable Accommodation for Employees</b>		
Policy #	<b>712a</b>	Category	<b>Human Resources</b>
Policy Sponsor	<b>AVP, Human Resources AVP, Student Services</b>	Previous Revision Date	<b>January 20, 2016</b>
Policy Approved by	<b>President and CEO</b>	Revision Date	<b>November 1, 2024</b>
Procedures Approved by	<b>CFO and VP, Administrative Services</b>	Review Date	<b>November 2029</b>

See the related [POLICY](#).

### DEFINITIONS

**Discrimination:** Discrimination is any act, behavior, or practice, which may be intentional or unintentional, that has the purpose or effect of imposing burdens, obligations, disadvantages, or preferences on a person or class of persons based on any of the prohibited grounds set out in *The Saskatchewan Human Rights Code, 2018*.

**Duty to Accommodate:** The duty to accommodate refers to Sask Polytech’s legal obligation in certain circumstances to address or correct situations involving discrimination by reasonably varying educational or employment rules, standards, policies, or practices to ensure individuals or groups protected under *The Saskatchewan Human Rights Code, 2018* are provided equal educational and employment opportunities.

The duty to accommodate is part of Sask Polytech’s larger legal duty not to discriminate.

**Prohibited Grounds:** The prohibited grounds of discrimination, as listed in *The Saskatchewan Human Rights Code, 2018*, are: religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance, and gender identity.

**Undue Hardship:** The duty to accommodate extends only to the point of undue hardship. Decisions regarding undue hardship shall be made at the institutional level and will be institutional decisions.

### PROCEDURES

#### 1. RESPONSIBILITIES

The search for a reasonable accommodation is a shared responsibility among the parties involved.

1.1 Individuals requesting accommodation from Saskatchewan Polytechnic (Sask Polytech) are responsible, where able, for:

- a) Ensuring Sask Polytech is aware of their request for accommodation by informing a Human Resource Consultant (HRC).
- b) Providing reasonable notice of the requirement for accommodation.

- c) Providing sufficient relevant documentation or access to relevant documentation including medical reports or other materials as necessary to verify the requirement for accommodation and identify the specific accommodation needs.
- d) Cooperating in the search for and implementation of a reasonable accommodation.
- e) Accepting an offer of reasonable accommodation when it effectively removes the negative impact of the employment requirement standard, policy or practice in question (an individual requesting accommodation has a right to a reasonable accommodation, not a perfect or their preferred solution), and
- f) Providing timely notice of any change in personal circumstance including medical prognosis which removes the need for accommodation or requires a variation to the accommodation being provided.

1.2 Management staff are responsible for:

- a) Informing themselves and their employees of the provisions of this policy and its related procedures.
- b) Referring individuals requesting reasonable accommodation to an HRC.
- c) Collaborating with the individual requesting accommodation and Human Resources in the search for and implementation of reasonable accommodations.
- d) Implementing required accommodations within their portfolios in a timely fashion; and
- e) Escalating any requests for reasonable accommodation which exceed the capabilities or resources of their portfolio, or which appear to create undue hardship, to their supervisor who will further review the request for resources/support, and/or refer the matter to the associate vice-president, human resources when the request has been made by an employee, volunteer or board member.

1.3 Human Resource Consultants are responsible for:

- a) Obtaining, from the individual requesting accommodation, sufficient relevant documentation or access to relevant documentation including medical reports or other materials as necessary to verify the requirement for accommodation and identify the specific accommodation needs.
- b) Ensuring any medical reports obtained as a result of a request for reasonable accommodation are managed in a strictly confidential manner, used only for the purpose of the accommodation request, and maintained in accordance with the requirements of the applicable privacy legislation.
- c) Developing a plan for providing reasonable accommodation based on the relevant documentation and coordinating the implementation of the plan with relevant supervisors/managers and the individual requesting accommodation.
- d) Keeping clear written records of the request for accommodation, the options for accommodation considered, the reasonable accommodation or accommodations offered, the response of the individual requesting reasonable accommodation to these offers, the date on which the need for accommodation was identified, the date on which the

accommodation was implemented and details of any follow up, discontinuance, or adaption to the accommodation.

- e) Referring individuals to other Sask Polytech offices and services when those offices or services are best able to respond in a timely and appropriate manner to the request for accommodation; and
- f) Referring requests for reasonable accommodation which appear to create undue hardship for Sask Polytech or for which no plan for accommodation is being implemented in a timely fashion to their supervisor, who will review the accommodation decision or will refer the matter to the associate vice-president, Human Resources when the request has been made by an employee, volunteer or board member.

1.4 The associate vice-president, Human Resources is responsible for:

- a) Assessing, in a timely manner, requests referred to their offices under 1.2 e) or 1.3 f) to determine whether Sask Polytech will:
  - refuse the request for accommodation, or
  - refer the request back to the individual requesting accommodation, the senior administrator and the HRC for implementation of a reasonable accommodation.
- b) The associate vice-president's assessment may include consideration of whether additional information or resources may be required to ensure the implementation of a reasonable accommodation and may request a verbal interview of the individual seeking the accommodation.
- c) If the associate vice-president decides to refuse the request for accommodation, this refusal shall be communicated in writing.

1.5 Unions

Sask Polytech recognizes the role of the union in the cooperative search for and implementation of a reasonable accommodation for an employee, and in assisting an employee to accept an offer of reasonable accommodation when it effectively mitigates the negative impact of the employment rule, standard, policy, or practice in question.

## APPENDIX A

### CONSIDERATIONS WHEN SUPPORTING A REQUEST FOR REASONABLE ACCOMMODATION

Reasonable accommodation will depend on the specific and particular needs of the individual requiring accommodation; the nature of the work involved; the equipment or facilities required to accomplish the work; what is required to create equal or near equal opportunity; the most economical, efficient and effective variation to the rule, standard, policy, or practice which is creating the discrimination; and the impact on operations and other people of the various possible accommodations available. Accommodations can evolve as circumstances change.

When determining reasonable accommodations, the essential requirements of the role should be taken into consideration.

#### **Reasonable accommodation includes, but is not limited to:**

- Adapting the physical environment to the needs of the individual. For example, the acquisition or modification of facilities, equipment, or devices, adjusting methods to complete a task or volume of tasks are all examples of modifications.
- Altering work conditions, approving a transfer to another job, or rearranging shifts, or bundling meaningful job duties in order to allow the employee to continue working.
- Providing reasonable changes to schedules for individuals who have circumstances that prevent them from engaging in certain work activities at certain times.
- Providing reasonable retraining to allow an individual to take on related work.
- Allowing flexible work arrangements, provided that an employee may be responsible for catching up on missed content or work.