

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

WORKPLACE ACCOMMODATION REQUEST PROCESS

Requests for workplace accommodation are considered on an individual basis, taking into account the essential duties associated with the position and the current limitations/restrictions for an employee based on relevant medical documentation. The purpose of this protocol is to outline the process for initiating and implementing workplace accommodation for employees.

1. Workplace accommodation requires the approval of the Director of Human Resources prior to implementation and/or prior to any expenditure from the workplace accommodation budget.
2. Employees need to make a formal request to Human Resources providing a Request for Workplace Accommodation form and supporting medical documentation, the Medical Certificate Support for Workplace Accommodation form. These forms are located on the school district website under Employee Centre, medical forms.
3. Ergonomic assessments and other supporting documentation will be considered along with the above workplace accommodation forms.
4. At any time during the process, the employee may provide new or additional information for consideration.

Approved requests	Requests not approved
1. Once approved, the HR contact will advise the employee and supervisor; and as appropriate, the Union, vocational rehabilitation program, or any external insurance provider.	1. The HR contact will advise the employee that this does not meet the criteria for a workplace accommodation.
2. Human Resources will order equipment and other accommodations as appropriate. Priority will be given to delivery of workplace accommodation materials and installation if applicable.	2. The employee may bring their request to their supervisor for approval from the school budget; OR
3. Human Resources will monitor all accommodation plans to ensure that they are implemented according to the documentation and review to determine if any adjustments are necessary.	3. The employee may resubmit their request to Human Resources by providing additional supporting medical documentation.

5. An inventory list of materials purchased will be kept by Human Resources for reuse should the employee leave the district or no longer require the equipment.

Support Staff Contact: Sheila Powell
 Excluded Staff, P/VPs, Teaching Staff Contact: Sue Sundby