



Northlands College Policy Accommodations

Associated Procedure/Documents: Accommodations Procedure

1. Purpose/Philosophy:

- 1.01 The College is committed to providing employment relationships that are impartial and of a nondiscriminatory nature towards the protected grounds, as description by the applicable human rights legislation.
- 1.02 The College has implemented this policy to ensure that staff are provided with meaningful employment that is ethical and fair and is in compliance with all applicable employment and human rights legislation.
- 1.03 The College strives to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered under the protected grounds, up to the point of undue hardship for the College. Every effort will be made to ensure that the impact of accommodation does not discriminate against other individuals who are covered under a protected ground or create an undue hardship for other individuals.

2. Policy Statements:

- 2.01 All employees have the right to a workplace free from discrimination on protected grounds as defined under the applicable human rights legislation.
- 2.01 Accommodation shall be provided for employees where a protected ground (i.e. disability or religious requirement) requires that the work be modified or adjusted to address the needs of the individual, based on protected grounds of discrimination under the applicable human rights legislation.
- 2.02 The College shall provide accommodation as appropriate, using a consultative approach that involves the College, the individual, and as appropriate, any applicable healthcare professionals and other third parties that are required to assist in the accommodation process. The Union will be consulted in accordance with the terms of the collective bargaining agreement.
- 2.04 Employees have the right to reasonable accommodation: which may not be their preferred accommodation. Accommodation may be temporary, or permanent, based on the requirements of the individual.
- 2.05 The employee has an obligation to inform the employer of their need for accommodation. Requests for accommodation must be made as soon as possible to the employee's direct supervisor.
- 2.06 The College will provide timely, reasonable workplace accommodation, up to the point of undue hardship.

3. Application:

- 3.01 This policy applies to all current employees of the College, including full and part-time, casual, contract, permanent, and temporary employees. This policy also applies to employees on approved leave, including short and long-term disability leave, and candidates for employment.
- 3.02 This policy applies to all aspects of employment including, but not limited to recruitment, selection, training, promotion, transfer, work assignment, compensation and benefits, and termination of employment.



Northlands College Policy Accommodations

4. Undue Hardship

The College shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where it is established that no forms of appropriate accommodation reasonably exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the College, or where the accommodation would create a health and safety hazard. Each situation will be reviewed and assessed individually.

5. Responsibilities and Expectations:

- 5.01 The College shall ensure that the employee's personal and medical information shall be kept confidential and will only be disclosed to those necessary in the assessment and development of the accommodation.
- 5.02 No reprisal or penalty will be taken against a person for bringing forward a complaint of discrimination or requesting accommodation in an honest and good faith manner. However, an employee who pursues a request for accommodation in bad faith, dishonestly, maliciously or without reasonable and probable basis, or who engaged in a reprisal against an employee for requesting accommodation, may be subject to discipline up to and including termination of employment. Likewise, any employee who engages in discrimination may be subject to discipline, up to and including termination of employment.
- 5.03 Accommodation is a shared responsibility between employees, the College, as employer and the union, where necessary. The College may need to share information with third parties in circumstances where Workers' Compensation Board, SGEU Long Term Disability, Employment Insurance or Saskatchewan Government Insurance or other applicable parties are involved in the employee's case management.
- 5.04 **The College** is responsible for:
 - a) eliminating barriers that prevent people from accessing, or being included in, the workplace;
 - b) regularly reviewing rules, policies, and practices to ensure that they remain in compliance with the applicable human rights legislation;
 - c) providing individual accommodation based on discrimination of a protected ground under the applicable human rights legislation up to the point of undue hardship;
 - d) ensuring that all employees and candidates for employment are advised of their right to be accommodated in the workplace based on discrimination of a protected ground under the applicable human rights legislation;
 - e) dealing with requests for accommodation in a timely, confidential and sensitive manner;
 - f) initiating a discussion about possible accommodation needs when they are aware that an employee or candidate for employment may have a need for accommodation based on a protected ground under applicable human rights legislation;
 - g) involving the local union, where appropriate and required by the collective bargaining agreement, in the search for accommodation for in-scope staff;
 - h) ensuring that the employee's personal medical information shall be kept confidential and will only be disclosed to those necessary in the assessment and development of the accommodation;
 - i) ensuring each supervisor (Coordinator, Director, Vice President, etc.) is responsible for ensuring the principles outlined in this Statement of Policy and Procedure are adhered to throughout all College activities for which he or she is responsible;



Northlands College Policy Accommodations

- j) assessing all accommodations on an individual basis and developing accommodation plans which consider the nature and specific circumstances of discrimination on a protected ground as defined under applicable human rights legislation.

5.05 Employees and candidates for employment are responsible for:

- a) making their accommodation needs known to their direct supervisor and/or Human Resources personnel;
- b) providing necessary and detailed documentation or other information to assist in the accommodation process, including but not limited to information about any restrictions or limitations which could include undertaking a functional assessment or an independent medical exam;
- c) working cooperatively with all relevant parties to find a reasonable accommodation and developing a workplace accommodation plan;
- d) where applicable, participating in the development of a return-to-work process which includes the development of an individual accommodation plan;
- e) cooperating with rehabilitation efforts and;
- f) working within their restrictions.

6.0 Review:

- 6.01 The Director, Human Resources and Organizational Development will review this policy and related procedures on an annual basis, or as required, and will make recommendations for adjustments as necessary to ensure that it continues to remain in compliance with applicable legislation.

Policy Originated: September 16, 2023	Approved by: Board of Governors
Last Approval Date: September 21, 2024	Approval Motion Number: 09-21-24-2960