

Procedures for Accommodating Employees With Medical Disabilities

Introduction

These procedures outline the process to be followed by relevant stakeholders to address workplace accommodations for employees.

1. Identify the need for an accommodation:

- 1.1 Individuals are responsible for identifying the need for an accommodation with his/her direct Administrator and/or the Human Resources Department (Pension and Benefits Unit).

2. Provide medical documentation to support the accommodation:

- 2.1 For all requests related to accommodation the University will require the reasons for the accommodation, the accommodation being requested and suggestions as to how the accommodation can be achieved.

Relevant supporting information from a registered Health Care Practitioner shall include the following:

- 2.1.1 the date of the most recent evaluation,
- 2.1.2 current capabilities and limitations/restrictions based on necessary detailed medical documentation,
- 2.1.3 the expected duration, stability or progression of the illness, injury or on-going recognized disability and,
- 2.1.4 signature of the Health Care Practitioner and contact information.

The form is available on the Human Resources Website at the following link:
<http://www.uregina.ca/hr/assets/forms/injury-illness/Physician-Statement.pdf>

NOTE: To protect the privacy of personal health information, only the Human Resources Department (Pension and Benefits Unit) will maintain medical information related to accommodation.

- 2.2 Additional information may be requested from the Health Care Practitioner as it relates to physical and/or behavioural capabilities.

3. How the University processes the request for an accommodation:

- 3.1 The Administrator shall consult with the Human Resources Department and any other person whom he/she deems appropriate in order to assess the request for accommodation, including the Individual.

- 3.2 An accommodation shall be made within the department/faculty of origin in accordance with the Hierarchy of Accommodation to the point of undue hardship.
- 3.3 The Human Resources Department (Pension and Benefits Unit) will initially request an Attending Physician's Statement to confirm the parameters of the accommodation (ie: hours of work, restrictions/limitations and duration of an accommodation) with all relevant parties.
 - 3.3.1 The Human Resources Department will liaise with the Individual, the Administrator, Health Care Practitioner(s) and the Workers' Compensation Board and any private insurance provider.
 - 3.3.2 The Human Resources Department is responsible for requesting updated medical information regarding an accommodation and confirming the on-going need for the accommodation with all relevant parties.
- 3.4 Human Resources will monitor all Accommodation Plans to ensure that they have been implemented in accordance with this Policy. Accommodation plans will be reviewed from time to time to determine whether any adjustments to the Accommodation Plan are necessary.

4. Procedures for the Administrator:

- 4.1 The Administrator will exercise due diligence to expeditiously resolve requests for reasonable accommodation by Individuals.
- 4.2 If the accommodation requires detailed medical support or the absence from work for a medical reason is expected to be in excess of 5 days:
 - 4.2.1 The Administrator will instruct the Individual to have the Attending Physician's Statement (APS) completed and forwarded to the Human Resources Department (Pension and Benefits Unit).
 - 4.2.2 The Administrator will contact the Human Resources Department (Pension and Benefits Unit) to discuss medical absences from work by the Individual.
 - 4.2.3 The Administrator will work with the Human Resources Department (Pension and Benefits Unit) to coordinate the accommodation based on relevant medical documentation to the point of Undue Hardship for the University.
- 4.3 The department/faculty is responsible for associated costs of an accommodation.
 - 4.3.1 If the accommodation is deemed to create undue hardship for the department/faculty, the Administrator shall outline the needs and corresponding budgetary requirements to their respective Vice-President.