

# Policy and Procedure Manual

<b>SECTION: Human Resources</b>		<b>POLICY #: HR-019</b>
<b>Date Approved:</b>		<b>Individual Accommodation &amp; Emergency Response Plans Policy</b>
<b>Revision Date:</b>	<b>Review Date:</b>	
<b>Authority:</b> Report HR-01-20		

## PURPOSE

The Town of Hanover (the Town) is committed to supporting employees who require workplace accommodation under any of the grounds described in the Canadian Human Rights Code (the Code). The Town will work to achieve a workplace free from barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point of undue hardship. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code and that measures taken are both effective and mutually agreeable.

## SCOPE

This Policy applies to all Town of Hanover staff and Hanover Public Library staff.

## DEFINITIONS

**Accommodation:** Any modification to the work or the workplace that results in work becoming available that is consistent with the worker's functional abilities and that respects applicable human rights legislation.

Forms of accommodation include, but are not limited to, reduced hours, reduced productivity requirements, or the provision of assistive devices

**Undue Hardship:** Where the creation of accommodation would cause excessive costs for the Town, or where the accommodation would create a health and safety hazard, or where it is established that no forms of appropriate accommodation exist.

**Individual Emergency Response Plan:** A strategy addressing accessibility barriers that could impede the safety for staff with disabilities during emergency situations.

## ROLES AND RESPONSIBILITIES

### Employees shall:

- Inform the employer about the need for an accommodation and/or individual emergency response plan;
- Request representation from union and/or professional associations, if desired;
- Provide details about relevant restrictions, including information from health care professionals, when appropriate and as required;
- Collaborate with the employer to find an appropriate accommodation and/or individual emergency response plan;
- Participate in the development of an individual accommodation and/or individual emergency response plan;
- Work with the employer to monitor and evaluate the accommodation and/or individual emergency response plan.

### The Employer shall:

- Accept an employee's accommodation and/or individual emergency response plan request in good faith;
- Record every accommodation and/or individual emergency response plan request and any actions taken;
- Collaborate with the employee and any union or professional association representatives to find an appropriate accommodation and/or individual emergency response plan;

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- d) Maintain the employee's privacy;
- e) Request only the functional capacity information that is required to determine an individual's appropriate accommodation and/or individual emergency response plan;
- f) Seek expert opinion where needed and investigate alternative accommodations and/or individual emergency response plan options;
- g) Provide accommodation and/or individual emergency response plans in a timely manner.

## RELATED DOCUMENTS

HR-001 Personnel Policy  
HR-019 (G) Individual Accommodation & Emergency Response Plans Guideline  
HR-019 (F) Functional Capacity Assessment Form  
HR-019 (F) Workplace Accommodation Request Form  
HR-019 (F) Individual Accommodation Plan Form  
HR-019 (F) Individual Emergency Response Plan Form  
HR-019 (F) Emergency Response Barrier Identification Worksheet  
HR-023 Return to Work Policy  
HR-023 (G) Return to Work Plans  
HR-023 (F) Job Task Analysis Form  
HR-023 (f) Return to Work Plan Form