



# DISABILITY ACCOMMODATION IN THE WORKPLACE PROCEDURES

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Mandated Review

Policy Authority: General Counsel & University Secretary 10.9 (s)-26.8 (d)1.-2 (.6 (i)-2c8.0 (et4)B002nl)Tf6-0. to a disability.

## 2.0 PROCEDURE

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2.1 An employee shall notify the supervisor in writing that the employee has a disability that requires accommodation. As soon as possible thereafter, the supervisor shall notify the Director, Wellness & Recovery ("the Director"). Within 10 business days of notification, the Director will meet with the employee to discuss the appropriate accommodation.

2.2 Within a reasonable time thereafter, the employee will provide a written medical certificate that stipulates the nature and scope of the disability and describes the functional limitations. Within 10 business days of receipt of the medical documentation, the Director will determine if an accommodation is appropriate. If an accommodation is not approved, the reasons must be submitted in writing. The employee can appeal this decision within 10 business days to the University Secretary, whose decision is final.

2.4 Once an application has been approved by the Director, a meeting will be convened to discuss the accommodation. The process of accommodation is a non-adversarial inquiry in which the employee and the University Secretary will meet with the employee to discuss the accommodation.

their constituency organization, and the University work together to find a reasonable accommodation, which may not necessarily be the employee's preferred accommodation.

- 2.5 If workplace modifications are required, the Director will inform the employee's supervisor. The nature of the disability, including the diagnosis, prognosis and treatment shall remain confidential. Information that is shared with the supervisor will be shared s