



LAC LA BICHE COUNTY PROCEDURE

TITLE: Reasonable Accommodations Standard Operating Procedure

PROCEDURE NO: CS-03-016-10

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 Definitions

The following definitions of disability are sourced from Alberta's *Human Rights Act*:

- Physical disability: any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness. This includes, but is not limited to, epilepsy; paralysis; amputation; lack of physical coordination; visual, hearing and speech impediments; and physical reliance on a guide dog, service dog or wheelchair or other remedial appliance or device.
- Mental disability: any mental disorder, developmental disorder or learning disorder, regardless of the cause or duration of the disorder.

2.0 General Guidelines

Lac La Biche County will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Human Rights Act.

Lac La Biche County will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Human Rights Act, up to the point where it causes undue hardship for Lac La Biche County. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Human Rights Act.

The approach taken by Lac La Biche County in the provision of reasonable accommodation shall include:

- Personalized plans designed to meet the specific needs of individuals;
- Collaborative practices in the creation and implementation of accommodation plans through consultation of all relevant stakeholders, the person to be accommodated and medical or other relevant professionals;
- An approach that ensures confidentiality and dignity.

3.0 Duty to Accommodate

Lac La Biche County will work to ensure that individuals protected under the Human Rights Act are able to work effectively, by making adjustments or modifications to the work, or the work environment, up to the point of undue hardship.

Lac La Biche County will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. Lac La Biche County encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue(s).

3.1 Accommodation

Accommodation shall be provided for individuals where a 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 Human Rights legislation.

Lac La Biche County shall provide accommodation as appropriate, using a consultative approach that involves the County, the individual, and as appropriate, healthcare professionals, and other third parties that are required to assist in the accommodation process.

Accommodation may be temporary, or permanent, based on the requirements of the individual and the ability of the organization to support the accommodation up to the point of undue hardship.

3.2 Responsibility

The process of accommodating individuals is a shared obligation of Lac La Biche County and the employee. Management staff should be the first point of contact for employees when requesting a form of accommodation. Together, in consultation with Human Resources, and, where appropriate, healthcare practitioners and other required third parties, they will work to determine the most appropriate form(s) of accommodation to meet the needs of the individual.

3.3 Accommodating Job Applicants

Lac La Biche County will meet all legislative requirements in providing accommodation to job applicants as well as employees.

Any job applicant to Lac La Biche County that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our Human Rights obligations.

3.4 Undue Hardship

Lac La Biche County 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 exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard.

4.0 Non-Compliance

Failure to comply with this SOP may result in disciplinary action up to and including termination.

5.0 Requesting and establishing workplace accommodations

Any employee requesting accommodation must make a request to their Supervisor. The Supervisor is responsible for ensuring that a written description of the accommodation plan is completed.

Lac La Biche County shall create an accommodation plan, where appropriate, and attempt to determine methods of achieving the requirements for employee success in a position.

In the creation of an accommodation plan, Lac La Biche County shall:

- Identify the need for accommodation;
- Determine objectives for performance in the role, and potential barriers;
- Create a plan for achieving the objectives in an alternative manner;
- Examine the options for accommodation, and select the most appropriate avenue for accommodation;
- Implement the accommodation process;
- Provide training as appropriate;
- Review and revise based on outcomes and feedback.

6.0 In the Event an Employee cannot be accommodated in current position

6.1 Alternate position

In some cases, it will be reasonable to accommodate an individual in another position. In these situations, the Human Resources department, working with appropriate Lac La Biche County Supervisors and the employee, will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, Lac La Biche County shall ensure that the employee has the required qualifications and skill-sets necessary for success in the position, is capable of performing the tasks associated with the position, and that the employee agrees that the alternate work is acceptable.

6.2 Job Redesign

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned. The position may be redesigned only if it doesn't cause the County undue hardship.

7.0 Financing the Accommodation

Where the accommodation requires necessitates and investment in materials, equipment or increased budget for the position, requests for financing must be directed to the relevant General Manager.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date