



## ARCHDIOCESE OF REGINA

<b>Policy Name:</b>	Workplace Accommodation on the Basis of Disability	<b>Number:</b>	S4-32
<b>Policy Type:</b>	Employment Benefits and Protection of Employees	<b>Date Approved:</b>	February 2017
<b>Legislation:</b>	Saskatchewan Employment Act Section 2 40 & 41.	<b>Date Revised:</b>	

***Policy***

***Statement:***

Where an employee requests an accommodation for needs related to a disability, the Archdiocese will accommodate the employee to the point of undue hardship. Where an accommodation would cause undue hardship, the Archdiocese will implement the next best accommodation short of undue hardship. All accommodation requests will be treated with dignity and respect. No person will be penalized for making an accommodation request.

***Definitions:***

“**Disability**” means:

- (i) Any degree of physical disability, infirmity, malformation or disfigurement and, without limiting the generality of the foregoing, includes:
  - a) Epilepsy;
  - b) Any degree of paralysis;
  - c) Amputation;
  - d) Lack of physical co-ordination;
  - e) Blindness or visual impediment;
  - f) Deafness or hearing impediment;
  - g) Muteness or speech impediment, or
  - h) Physical reliance on a service animal, wheelchair or other remedial appliance or device; or
- (ii) Any of:
  - a) An intellectual disability or impairment;
  - b) A learning disability or a dysfunction in one or more of the processes involved in the comprehension or use of symbols or spoken language; or
  - c) A mental disorder.

***Procedure:***

- a) i. Employees who wish or need to raise a potential accommodation issue shall do so by submitting a request for accommodation, preferably in writing, to their immediate supervisor. The request should:
  - Describe the limitations on the employee’s ability to perform the duties of their position caused by the disability;
  - Describe any accommodation(s) sought;

- Provide sufficient information to confirm the existence of a need for accommodation.
  - ii. If an employee is under a program of medical treatment which requires the consumption of prescription drugs, including medical marijuana, or over the counter drugs, which are labelled or known to cause impairment, the employee is required to inform their supervisor about the program immediately so that the risk of impairment relative to the employee's safe job performance can be considered.
- b) When necessary to facilitate the assessment and determination of a reasonable accommodation, the employee may be required to participate in the development of an accommodation plan and to provide relevant medical information to the Archdiocese. Employees seeking accommodation on the basis of disability are expected to provide their fullest cooperation in providing any information or medical assessments and participating in assessments relevant to determination of the accommodation request.
- c) The Director of Pastoral Services and Financial Officer will jointly finalize a decision regarding the accommodation issue. The employee's immediate supervisor shall notify the employee in writing or the format as required by the employee's disability of the decision and the reason(s) for the decision.
- d) If the employee is not satisfied with the written decision regarding the request for accommodation, the employee may appeal the decision to the Archbishop or his designate for further review. The decision of the Archbishop or his designate shall be final and binding upon the parties.
- e) The Archdiocese shall ensure 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.
- f) The Archdiocese shall provide individualized workplace emergency response information to disabled employees who require it, and to any person designated to assist the disabled employee, with the consent of the disabled employee, and shall review the individualized workplace response information upon the following events:
1. When the employee moves to a new location in the workplace;
  2. When the employee's overall accommodation needs are reviewed; and
  3. Upon review of The Archdiocese's general emergency response policies.
- g) Employees who are absent from work due to their disabilities shall participate in the development of a return-to-work process which includes the development of an individual accommodation plan. Employees who require an accommodation in order to return to work shall submit a request for accommodation in accordance with section (a).