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CANADORE COLLEGE

OPERATIONAL POLICY MANUAL

TITLE: **Accommodation for Employees with Disabilities**

EFFECTIVE DATE: **October 29, 2013**

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1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all employees of Canadore College.

2. PURPOSE AND PRINCIPLES

2.1 Purpose

The purpose of this policy is to:

a) Ensure compliance with all applicable legislation and College policies;
b) Ensure that all requests for accommodation be considered on a case-by-case basis in order to determine accommodation requirements;
c) Ensure that all safety measures are considered in determining appropriate accommodation;
d) Establish an efficient and timely accommodation process that is consistent with principles of confidentiality and shared responsibility; and
e) Clarify roles and accountabilities for the accommodation process within the Canadore community.

2.2 Principles

a) Employment accommodation for people with disabilities is a fundamental part of the right to equal treatment under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act;
b) Employment accommodations shall be provided in a manner consistent with the core principles of dignity, integration, independence and equal opportunity;
c) All workplace parties have a shared responsibility to engage in meaningful dialogue and work together respectfully towards accommodation solutions; and
d) The accommodation process will incorporate all measures to respect and protect the confidentiality of personal and medical information.

3. POLICY

3.1 The accommodation process shall be a shared responsibility by workplace parties to work together cooperatively in a respectful manner, to share information, and to avail themselves of potential accommodation solutions.

3.2 Individual accommodation plans shall be developed to detail the roles and responsibilities of the parties and to facilitate accountability and regular monitoring. Only relevant stakeholders will be involved in the development of an employee's accommodation plan.

3.3 Accommodations shall be developed on an individualized basis, shall aim to remove barriers and ensure equality, and shall incorporate all appropriate measures to ensure the safety of the individuals requesting the accommodation and all others.

3.4 Requests for accommodation may involve the disclosure of confidential personal medical or other highly sensitive information. Persons requesting accommodation shall be asked only for information required to support the accommodation request, and to respond appropriately to the request. Personal information concerning an employee's disability shall not be disclosed without the prior written consent of the individual and will be maintained in a secure and confidential manner in Human Resources.

4. ROLES AND RESPONSIBILITIES

4.1 President

The President is responsible for the overall management and operation of the College. The President will ensure the policy is implemented and that compliance is monitored.

5. EVALUATION

This policy will be reviewed every three years.