

REASONABLE ACCOMMODATION AND ACCESSIBILITY PROCEDURE

River East Transcona School Division and its employees shall use the following process when reasonable accommodation of a special need is requested. Requests could be made based on a protected characteristic under *The (Manitoba) Human Rights Code* (the “Code”) and as per the guidance under the Accessible Employment Standard Regulation.

EMPLOYEE RESPONSIBILITY

The employee will:

- advise the division of the request for accommodation by completing form GBA-E Reasonable Accommodation and Accessibility Request and submitting the form to the human resources department in a timely manner,
- provide all relevant medical and other information to assist the division in assessing the request,
- provide the division with the necessary authorization to communicate with relevant professionals, medical or other, depending on the request, and
- co-operate in the search for, and implementation of, the accommodation.

DIVISIONAL RESPONSIBILITY

The division will:

- post the Reasonable Accommodation and Accessibility Policy and applicable form(s) on the divisional staff portal,
- through its human resources department, review the employee’s request for accommodation,
- verify the need for accommodation through employee interview, additional communication with medical and/or other relevant professionals and review of documentation submitted,
- assess, identify, and implement reasonable accommodation in a timely manner, and
- hold all information obtained confidential.

The division’s human resources department will monitor any accommodation implemented to determine effectiveness and need for change, and to determine if accommodation is no longer necessary.

If accommodation is not possible due to undue hardship, the division will advise the employee in writing as to the reason(s) the accommodation cannot be provided.

REASONABLE ACCOMMODATION AND ACCESSIBILITY PROCEDURE

INDIVIDUAL ACCOMMODATION PLANS

After the accommodation is agreed to, an individual accommodation plan may be documented and will include clarification of the accommodation requested, documentation associated with the accommodation request, and the details surrounding the accommodation action undertaken by the division.

In addition, as required, the individualized accommodation plan must:

- document any accessible formats and communication supports that are to be used in providing information to the employee, and
- include any information on how to respond to an emergency in the workplace if, in the event of an emergency, the employee may face special risks or challenges.

In the event that the division denies a reasonable accommodation request, employees may elect to contact the Human Rights Commission or any other appropriate legal authority at any time before, during or after the division's involvement in the process.

Effective Date:	April 19, 2011	Review Date: December 12, 2017
Amended Date:	May 18, 2021	
Board Motion(s):	127/11; 140/21	
Legal/Cross Reference:	The Manitoba Human Rights Code; The Accessibility for Manitobans Act CCS.M. c. A1.7; Accessible Employment Standard	