

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: WORKPLACE ACCOMMODATION	SECTION: HUMAN RESOURCES
DATE: August 12, 2010	POLICY NO.: KDSB-HR-II-16
APPROVED BY: Resolution #2010-96	REVISED:

1. POLICY STATEMENT

It is the policy of the Kenora District Services Board (KDSB) that it will attempt to accommodate an employee with a disability to return to his/her job or other available work provided the employee is able to perform the essential duties of the job.

In the event an employee is unable to return to his/her regular job duties as the result of a disability or illness, and/or in the event KDSB is unable to find suitable work which can accommodate the employee's restriction and/or limitations, the employee's employment will be terminated, provided such termination does not violate the Ontario Human Rights Code.

2. PROCEDURE

An employee who wishes to raise a potential workplace accommodation issue shall do so by submitting a request for accommodation, in writing, to his/her immediate supervisor. The request shall:

- Describe the condition or circumstances causing the workplace accommodation issue; and
- Describe in detail, the accommodation sought to address the need; and
- Advise whether the workplace accommodation is permanent or temporary in nature.

The employee may be required to provide relevant medical information to the KDSB, when necessary, to facilitate the assessment and determination of the accommodation. An employee seeking a workplace accommodation is expected to provide his/her complete cooperation in providing information or medical assessments relevant to determination of the accommodation request.

The workplace accommodation request will be assessed by the employee's supervisor and the Chief Administrative Officer (CAO) in light of the information provided. During this assessment phase, the KDSB reserves the right to require further information, including relevant medical information or medical opinions. The KDSB further reserves the right to require the employee to participate in a formal needs assessment by a qualified medical practitioner or other trained professional in order to assist in determining what accommodation is needed, the cost of such accommodation and how it could be provided.

The supervisor and the CAO will jointly finalize a decision regarding the workplace accommodation request and such decision shall be communicated to the employee by his/her supervisor in writing.

The employee may appeal the decision to the CAO for further review if he/she is not satisfied with the written decision. The decision of the CAO on the appeal shall be final and binding upon the parties.

Termination of Employment

Should an employee be unable to return to work and perform the essential duties of his/her job and should the KDSB be unable to find suitable accommodation for the employee and should the prognosis of return to work be determined as highly unlikely, as supported by medical evidence, the employee's employment with the KDSB will be terminated.

The normal period of assessment to determine re-instatement to a job or termination will be twenty-four (24) months from the date the disability leave began. This time-period may be extended or shortened subject to individual circumstances.

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The KDSB treats all disabilities or illnesses in the same manner and does not differentiate between occupational and non-occupational incidents.

Implementation of Processes and Procedures

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.