



Workplace Accommodation Roles and Responsibilities

Academic Staff Member, Postdoctoral Scholar, Graduate Student Staff Member or Employee

- Communicate need for workplace accommodation
- Provide details of the nature of the accommodation request and provide objective medical documentation to Staff Wellness for disability related accommodation request
- Participate and cooperate in the process of assessing and determining an accommodation
- Meet any Bona Fide occupational requirements
- Advise if any changes in circumstances occur that affect the accommodation

Manager, Senior Leadership Team Member, Dean or Equivalent

- Consider informal accommodation requests for temporary or minor adjustment to work
- Work with HR to review accommodation requests
- Assess Bona Fide occupational requirements and identify accommodation options
- Make every effort to find and implement a reasonable accommodation
- Engage with other leaders across campus when accommodation not possible in home Faculty/Department
- Periodically review accommodations as appropriate

Staff Wellness

- Advise HR of all accommodation requests received
- Manage all medical information and documentation relating to a request for accommodation
- Request additional information, including an independent medical examination, if required
- Confirm the functional abilities and limitations based on the medical documentation received.

Human Resources

- Notify leadership after receiving an accommodation request
- Work with leadership to review accommodation requests, assess Bona Fide occupational requirements, identify options and document accommodation efforts
- Engage and consult with the union or association of the Academic Staff Member, Postdoctoral Scholar, Graduate Student Staff Member or Employee, if the proposed accommodation requires a modification to the terms of a collective agreement
- Identify and freeze cross-faculty/department potential accommodation positions
- Document accommodations

Workplace Accommodation Process at a Glance

