

Workplace Accommodation Planning Checklist

To assist Deans, Directors, Unit Heads and Supervisors with the Workplace Accommodation process, this checklist is designed to help guide you.

All forms related to the Workplace Accommodation process can be found on the Brandon University Accessibility Hub www.brandonu.ca/ama/ .

Steps to Follow	Check when Completed
Step 1: Has the employee completed the Accommodation Request form? Remember: Relevant medical information can be required and the employee is obliged to supply it if they wish to have their request move forward in the process. Remember: Consent to speak with relevant professionals (medical or other) may be needed.	<input type="checkbox"/>
Step 2: After receiving the Accommodation Request, have you met with the employee to fully understand the nature of the request?	<input type="checkbox"/>
Step 3: Now that you have met with the employee, consult with the Dean and/or Human Resources to assess the request and either complete the Accommodation Approval or Accommodation Denial form.	<input type="checkbox"/>
Step 4: Have you spoken with the employee to explain the decision and the next step in the process?	<input type="checkbox"/>
Step 5: Have you discussed with the employee, union rep (if applicable), and co-workers the nature of the accommodation and how it will affect them (if at all)?	<input type="checkbox"/>
Step 6: If the accommodation has a cost or requires funding in excess of \$500, will you apply for supplemental support from the Workplace Accommodation Fund?	<input type="checkbox"/>
Step 7: Did you work on the Accommodation Plan and implement it?	<input type="checkbox"/>
Step 8: Have you evaluated the plan to make sure it is meeting everyone's needs?	<input type="checkbox"/>