

 <b>BRANDON UNIVERSITY</b>	<b>Workplace Accommodation Support Person Procedure</b>	<b>First Approved:</b> November 26, 2016
<b>Board of Governors Procedure</b>		<b>Updated:</b>
	<b>Approved by</b> Vice-President (Administration & Finance) and Vice-President (Academic & Provost) <b>Administered by</b> President & Vice-Chancellor <i>through:</i> Vice-President (Administration & Finance), Vice-President (Academic & Provost) and Chief Human Resources Officer	<b>Reviewed:</b>

## 1.0 Scope

**1.1** This procedure applies to all Brandon University employees (faculty and staff) as well as job applicants.

**1.2 Employees:** Employees have a responsibility when requesting an accommodation to:

- Communicate the request to their immediate supervisor along with the necessary requirements;
- Actively participate in the accommodation process to find reasonable solutions.

**1.3 Job Applicants:** Job applicants have an obligation to communicate any known accommodation needs to the University and to participate in the accommodation process. Human Resources will work with the selection committee to facilitate a reasonable accommodation during the interview process, such as providing translators or interpreters, offering a wheelchair-accessible interview space, or rescheduling interviews to respect religious observances.

**1.4 Supervisors:** When Supervisors, including Department Chairs, Directors, Deans, Managers and Senior Administrators, are presented with a workplace accommodation request, they have an obligation to:

- Accept the accommodation request in good faith;
- Handle the accommodation request as quickly as possible;
- Manage the process by including the employee and all relevant stakeholders in determining accommodation solutions;
- Document the process including the accommodation request and the appropriate steps taken; and
- Maintain confidentiality and adhere to privacy legislation (PIPEDA, PHIA, FIPPA).

**1.5 Unions and Associations:** Employee unions and associations are expected to actively participate with and support their members and the University to help find reasonable solutions to workplace accommodation requests.

**1.6 Human Resources Office:** The Human Resources Office (HRO) will:

- Provide advice and guidance to employees and supervisors regarding workplace accommodation procedures;
- Aid in the interpretation and application of the workplace accommodation process;
- Assist with disability management and return-to-work plans;
- Request medical documentation to support the implementation of a reasonable workplace accommodation;
- Maintain confidentiality and ensure that accommodation requests are handled in a manner consistent with privacy legislation (PIPEDA, PHIA, FIPPA).

**1.7 Diversity and Human Rights Advisor:** The Diversity and Human Rights Advisor (DHRA) is available to provide confidential consultation regarding human rights concerns and/or complaints related to workplace accommodations.

## 2.0 Reason for Procedure

To set out procedures secondary to the *Workplace Accommodation Support Person Policy* as Brandon University supports and promotes the employment of persons with disabilities by welcoming the support person of an employee with a disability.

### 2.1 Procedure

An employee must submit an *Accommodation Request Form – Service Animal / Support Person (ARF)* when there is a disability requiring accommodation, including the accompaniment by a support person. Upon review of the request and the preliminary meetings have been conducted, the process of establishing access for the support person will begin.

1. For events requiring registration, attendees will be invited to advise the event organizer, in advance, of the attendance of the support person.
2. For events where meals are provided, attendees will be invited to advise the event organizer, in advance, of the attendance of the support person to ensure a meal is available to them.
3. If a fee is charged for admission, reasonable notice will be given to the employee and support person. If admission is charged to a work-related event requiring the attendance of the employee with the disability, the department/unit and/or University will cover the cost of the admission fee for the support person.

4. Where possible, provide written or alternate format materials to both the employee with the disability and to the support person.
5. The University may require an employee with a disability to be accompanied by a support person if it is necessary to protect the health or safety of the employee with a disability or the wellbeing of others on the premises.
6. Where possible, facilitating the interpreting process by reserving seats for employees with disabilities and their support persons.

All parties will respect and preserve confidentiality when dealing with an accommodation request and subsequently, all the related documentation. Where the accommodation process requires the release of confidential information to a third party, that third party will be required to ensure that confidentiality is protected and is used solely for the purpose of implementing the accommodation.

### **3.0 Procedure(s)**

**3.1 Reasonable Accommodation:** In order to address a workplace accommodation request, it must be determined that the request is reasonable. A reasonable workplace accommodation must meet a 'need', not necessarily a 'want'.

**3.2 Return-to-Work Accommodation Protocol:** The University understands that employees who are returning to work due to illness or injury may require return-to-work accommodations in order to facilitate the transition to regular work duties. The accommodation may include a support person.

### **4.0 Process**

**4.1** Interacting with an employee with a disability and their support person: speak to and look directly at the employee with the disability, even if the message is coming from the support person.

**4.2** An employee with a disability may not always identify or introduce their support person. If unsure, it is acceptable to ask the employee, "Is this your support person?"

**4.3** An employee with a disability shall not be prevented from accessing their support person while on University premises, provided that the interaction does not compromise the University's academic standards.

## **5.0 Accountability**

**5.1** The Chief Human Resources Officer and Vice-President, Administration & Finance or designate may revise or rescind process as identified in these procedures to:

- comply with the revised policy; or
- adjust process as reasonably necessary.

## **6.0 Secondary Documents**

### **6.1 Forms**

- *Accommodation Request form – Service Animal / Support Person (ARF)*

## **7.0 Review**

**7.1** Review of the procedures will be conducted every three (3) years. The next scheduled review date for the procedures is January 2020.

## **8.0 Cross Reference**

### **8.1 Documents**

- *Support Person Policy*