

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

Brandon University will provide supplementary funds for accommodation requests for extraordinary costs related to providing workplace accommodations which exceed standard expenses.

1.0 Scope

This policy applies to all departments and units within Brandon University.

2.0 Policy

2.1 Purpose of Policy

The purpose of this policy is to establish Brandon University’s commitment to providing workplace accommodations for its employees as required. Monetary support through the *Workplace Accommodation Fund (WAF)* will enable departments and units to assist employees who require reasonable accommodations to perform their duties.

2.2 Statement of Intent

Each department is responsible for funding any individual accommodation expenses.

3.0 Definitions

- 3.1 Disability:** as defined in *The Accessibility for Manitobans Act (AMA)*, disabilities may include, but are not limited to, blindness or visual impairment, deafness or hearing impairment, intellectual or developmental disabilities, mental health issues and chronic illness.
- 3.2 Reasonable accommodation:** According to The Manitoba Human Rights Code, an accommodation is “reasonable” when there is an adequate process has taken place and the effort and measures taken are sufficient.
- 3.3 Accommodation:** includes but not limited to, a modification of job duties, technical aids or devices, workstation modifications, employment practice modifications, building and accessibility modifications, communication services, and alternate support services.
- 3.4 Duty to accommodate:** The duty to reasonably accommodate is often described in human rights law as “accommodation short of undue hardship”.

3.5 Undue hardship: Undue hardship is defined as more than minimal hardship and must be based on actual evidence, not assumptions or prejudices. While financial implications tend to be a contributing factor in determining undue hardship, *The Manitoba Human Rights Commission* considers the nature, size and scope of an organization when determining if undue hardship is valid.

3.6 Barrier: an obstacle or circumstance that inhibits or prevents someone from being able to perform their duties. Barriers can be attitudinal, communication, informational, technological, systemic or physical.

3.7 Assistive technology: includes assistive, adaptive, and rehabilitative devices for people with disabilities.

3.8 Service Animal: an animal trained to assist a person with a disability. The assistance performed by a service animal must be directly related to the person's physical or mental disability. A service animal is not a pet.

4.0 Accountability

The Vice-President (Administration & Finance) is responsible for the communication, administration and interpretation of this policy. The Vice-President (Academic & Provost) supports the communication, administration and interpretation of this policy.

The Vice-President (Administration & Finance) is responsible for advising the President and Vice-Chancellor that a formal review of this policy and secondary documents is required.

The Chief Human Resources Officer is a point of contact for reference and advice.

5.0 Secondary Documents

The Chief Human Resources Officer or designate may approve procedures which are secondary to and comply with this policy.

6.0 Review

6.1 Formal review of the policy will be conducted every three (3) years. The next scheduled review date for this policy is January 2020.

6.2 In the interim, this policy may be revised or rescinded if the Board of Governors deems necessary or if there are changes within legislation which require such.

6.3 If this policy is revised or rescinded, all secondary documents will be reviewed as soon as reasonably possible to ensure that they:

6.3.1 Comply with the revised policy; or

6.3.2 Are in turn rescinded.

7.0 Previous Policies

7.1 This policy supersedes all previous Board/Senate policies on the subject matter herein; and

7.2 All previous administration policies on the subject matter contained herein.

8.0 Cross Reference

8.1 Sources

- 8.1.1 Manitoba Human Rights Commission
<http://www.manitobahumanrights.ca/index.html>
- 8.1.2 Manitoba Human Rights Code
<http://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>
- 8.1.3 The Accessibility for Manitobans Act
http://www.accessibilitymb.ca/pdf/accessibility_for_manitobans_act.pdf
- 8.1.4 Disability Issues Office <http://www.gov.mb.ca/dio/>
- 8.1.5 Personal Information Protection and Electronic Documents Act (PIPEDA)
https://www.priv.gc.ca/leg_c/leg_c_p_e.asp
- 8.1.6 Freedom of Information and Protection of Privacy Act (FIPPA)
http://www.gov.mb.ca/chc/fippa/public_bodies/index.html
- 8.1.7 Personal Health Information Act (PHIA)
<http://web2.gov.mb.ca/laws/statutes/ccsm/p033-5e.php>
- 8.1.8 Ryerson University
- 8.1.9 York University
- 8.1.10 Job Accommodation Network <http://askjan.org/media/lowcosthighimpact.html>

8.2 Documents

- 8.2.1 *Workplace Accommodation Fund Procedure*
- 8.2.2 *Workplace Accommodation Fund Guidelines and Application*