



EMPLOYMENT POLICY MANUAL

Subject: The Duty to Accommodate	Approval Date: June 17, 2013	By-Law No. 1785-13
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3.15 THE DUTY TO ACCOMMODATE

The duty to accommodate refers to the Municipality's obligation to take steps to the point of undue hardship, to adjust or modify the work environment or the method of doing work in order to address the individual needs of employees who are protected from discrimination under the Code.

Individuals requesting accommodation are involved and included in the development of accommodation measures to address their need; likewise they have are encouraged to communicate any known accommodation requirements and to cooperate in the accommodation process.

1. EMPLOYMENT ACCOMMODATION

Employment accommodation is implemented in cases related to disability and religious observance. Employment accommodation is an ongoing process of adjusting or modifying the work environment or the method of doing work in order to address the individual needs of employees who are protected from discrimination under the Code.

The accommodation is based on individual circumstances and can include but is not limited to recruitment, selection, training, promotion, or providing qualified readers or interpreters as needed, and other similar accommodations for individuals with disabilities, performance appraisal, benefits provision and any other condition of employment where the need for accommodation may be identified.

The process is consultative involving the employer, the employee and, where appropriate, employee unions, medical practitioners and other third parties with specialized expertise. It may result in specific temporary or permanent changes; services, adaptations or adjustments that enable an individual to compete for jobs and perform the essential duties of a job.

The process is carried out through the Municipality's Reasonable Accommodation Policy.

2. PERSONS WITH DISABILITIES

The definitions used in these guidelines are in reference the Ontarians with Disabilities Act and are defined as:

1. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, including diabetes mellitus, epilepsy, a brain injury and any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment,



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- deafness or hearing impediment, muteness or speech impediment or physical reliance on a guide dog or on a wheelchair or other remedial appliance or device;
2. A condition of mental impairment or developmental disability;
 3. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
 4. A mental disorder, or
 5. An injury or disability for which benefits were claimed or received under the Workplace Safety and Insurance Act.