

Individualized Accommodation Plan

Policy #	3.9
Procedure #	-
Replaces	-
Revises	
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1. PRINCIPLES

The City of Dauphin is committed to complying with the Accessibility Standard for Employment under *The Accessibility for Manitobans Act*. The City of Dauphin's policies and practices reflect the principles of dignity, independence, integration, and equal opportunity for people with disabilities.

We support employees by providing reasonable accommodations in the workplace to create a positive, inclusive, functional, and safe work environment.

2. REQUESTS FOR INDIVIDUALIZED ACCOMMODATION PLANS

An employee may make a verbal request or send a written request to their supervisor for an individualized accommodation plan.

3. ASSESSMENT OF NEED FOR ACCOMMODATION

The employee's potential need for accommodations will be assessed on an individual basis.

We may request, and cover costs for, an evaluation by an independent regulated health professional or other practitioner in the area of workplace accommodations for employees with disabilities.

4. ASSISTANCE IN DEVELOPING AN ACCOMMODATION PLAN

An employee may request assistance in the development of an individualized accommodation plan, including:

- A representative from the Canadian Union of Public Employees (CUPE).
- Another person who is knowledgeable about workplace accommodations for employees with disabilities.



5. CONTENT OF THE ACCOMMODATION PLAN

The individualized accommodation plan includes:

- Details of the accommodation
- Accessible formats and communication supports, if requested.
- Workplace emergency response information, if required.
- Details of how and when any other accommodations will be provided.
- A timeframe for further review of the plan.

6. ACCOMMODATION PLAN REVIEW

An employee's individualized accommodation plan will be reviewed on their six-month anniversary date and in combination with subsequent regular employee evaluations. The accommodation plan will be updated as required.

An employee's individualized accommodation plan will also be reviewed when:

- The employee's workspace is modified or relocated.
- The employee's responsibilities have changed.
- Other workplace changes have occurred that affect accommodation.
- The employee has made a request to review and update the accommodation plan.

7. ACCESSIBLE FORMATS

The communication needs of our employees will be met by providing them with a copy of their plan, or an explanation for denying the request to introduce a plan, in a format that is accessible to the employee.

8. DENYING REQUESTS

We may deny an employee's request for an individualized accommodation plan in the following circumstances:

- The employee is able to carry out most of the job without an accommodation.
- An independent regulated health professional does not support the employee's self-assessed requirement for workplace accommodation.
- The accommodation request would pose a risk for causing undue hardship (e.g. by creating safety risks for other employees or an unsustainable financial burden).



9. PRIVACY

The City of Dauphin will protect the employee's personal information and personal health information at all times by taking the following steps:

- Ensuring personal employee information is filed in a locked filing cabinet accessible to only a few authorized staff members.
- Ensuring any staff privy to personal employee information are bound by the terms of a signed Statement of Confidentiality.

	DISTRIBUTION
	Master Policy Manual
	Notice to Department Heads (Email)
	Notice to All Staff (Email)
	Internet (Public Information)