

## Macaulay Centres for Children Policy and Procedure Manual

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Subject:	Employment Accommodation and Return to Work
Program:	All Programs
Date Policy Approved:	December 13, 2010; December 11, 2013; February 8, 2017; February 12, 2020; November 8, 2023
Date Procedure Approved:	December 13, 2010; December 11, 2013; February 8, 2017; February 12, 2020; November 8, 2023

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### **Policy:**

The Macaulay Centres for Children is committed to creating and maintaining a work environment that supports the full participation of all employees. The agency adheres to the provisions of accommodation for all new and current employees, as required under the Ontario Human Rights Code and The Accessibility for Ontarians with Disabilities Act and makes every effort for an early and safe return to work for its employees who have lost work time due to injury, illness or disability.

### **Scope:**

This policy applies to all employees, students and volunteers of the Macaulay Centres for Children.

### **Responsibilities:**

#### **Management/Supervisors**

- Communicate to all employees, students and volunteers the procedure for requesting an accommodation.
- Review requests for accommodation in partnership with the employee and Human Resources Designate. Employees in the bargaining unit typically have union representation for this process.

#### **Employee**

- Make requests for accommodation to their immediate supervisor as required;
- Provide details of requirements to support accommodation needs; and
- Work with management and human resources to find appropriate accommodations.

#### **Human Resources**

- Review requests for accommodation in partnership with the employee and supervisor; and
- Ensure accommodations are incorporated into the agency's policies, processes, and practices.

### **Procedure:**

If an employee has been off work due to injury, illness or disability, the employee may be asked to

provide a doctor's note stating that the employee is able to return to work. If the return to work involves a permanent or temporary accommodation, the procedure outlined below is followed. The procedure below is also followed if a new employee requires an accommodation.

- Employees who require an accommodation (which may include a job modification) provide a written request to their immediate supervisor, with sufficient information to allow the agency to make an accommodation in a timely manner.
- Supervisors who receive such requests forward them immediately by email to Human Resources (hr@macaulaycentres.org), copied to the employee
- Human Resources, in consultation with the Supervisor, documents and:
  - Assesses the request for accommodation in the context of the bona fide requirements of the employee's current position, the impact of the proposed accommodation on the health and safety of clients and employees, including the employee who requested the accommodation, and whether there are options to accommodate which address the dignity and independence of the employee.
  - Determines what additional information, if any, is required to complete the above assessment
  - Reviews and analyzes the potential options for an appropriate accommodation
  - Consults with external advisors and sources of support about options if necessary
  - Selects the preferred option for accommodation
  - Consults with the employee about the proposed individualized accommodation
  - Creates a written implementation plan for the accommodation with the employee's input and union representation or a support person present (if applicable)
  - Consults with the Director of Human Resources if the accommodation has financial or labour relations implications.
- Macaulay accommodates the employee to the point of undue hardship. The Human Resources Generalist and the Director of Human Resources work together to consider the factors under the Human Rights Code which relate to undue hardship. The three factors under the Code that can be considered in determining undue hardship are:
  - cost of the accommodation;
  - outside sources of funding, if any; and
  - health and safety requirements, if any.
- The Executive Director gives final approval for terminations resulting from a frustration of contract due to undue hardship.
- Employees are made aware of policy and procedure at time of hire. Supervisors include this policy and procedure regularly in their training and professional development sessions for Macaulay employees.
- All parties maintain the highest level of privacy for the employee requiring accommodation. Accommodation Plans are filed in a separate, confidential file in Human Resources; they are not filed in the employee's personnel file.
- Accommodation plans are discussed, presented and available in alternate formats upon request.

- If employees have concerns that an accommodation provided to another employee has a negative impact on their job requirements and/or job performance:
  - The employees inform their immediate supervisor who reviews the concerns with the Human Resources Generalist.
  - The Human Resources Generalist consults with the Director of Human Resources to determine an appropriate resolution.
- With respect to volunteers and students, the same procedures apply.

**Cross Reference:**

Accessibility Policy

Hiring Policy