



Accommodation of Staff

Date Approved: 2018

Projected Review Date: 2022

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to meeting all legal obligations, to provide safe working and learning environments that support employees with disabilities in the performance of their job duties and to foster the development of trustful and respectful relationships.

GUIDING PRINCIPLES:

- Respecting the dignity of all employees with disabilities in the accommodation process.
- Protecting the safety of all staff.
- Maintaining staff's right to privacy.
- Supporting staff in a flexible and responsive manner as need arises.
- Responding appropriately to support staff by providing reasonable accommodation.

INTENDED OUTCOMES:

In meeting the specific accommodation needs of staff, HWDSB will:

- Engage staff in a collaborative and inclusive process.
- Provide staff with reasonable accommodations that support a safe return to work.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Legal obligations: Obligations as identified under legislation (Ontario Human Rights Code, Workplace Safety and Insurance Act, Occupational Health and Safety Act, Canadian Charter of Rights and Freedoms)

Staff: A person employed by HWDSB who performs work or supplies services for monetary compensation.

Disability: 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, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device. A condition of mental impairment or a developmental disability. A learning



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disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language, a mental disorder.

Accommodation: A means of preventing and removing barriers that impede staff with disabilities from participating fully in their employment.

Reasonable Accommodation: Modifications or supports that address the restrictions and limitations of staff to fully participate in their employment.

ACTION REQUIRED:

Take necessary steps to fulfil legislative requirements relevant to the accommodation of staff in employment.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Engage staff in a collaborative and inclusive process.	Plans are agreed to during return to work meetings with staff, their immediate supervisor and employee group representative.
Provide staff with reasonable accommodations that support a safe return to work.	Staff successfully returned to work. Feedback from accommodated staff and Administration on success of accommodation. Accommodations meet the restrictions and limitations identified by the employee and treating physician.

REFERENCES:

Government Documents

Ontario Human Rights Code
Workplace Safety and Insurance Act
Occupational Health and Safety Act
Accessibility for Ontarians with Disabilities Act
Canadian Charter of Rights and Freedoms
Collective agreements, where applicable