

HR32	DISABILITY MANAGEMENT		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

1. PURPOSE

To outline the Library's commitment to achieving effective Disability management.

2. SCOPE

This policy applies to all Library employees.

3. DEFINITIONS

Accommodation – A reasonable adjustment or modification made in the work situation that allows an employee to perform the essential duties associated with the position, while permitting the operating area to maintain safety and productivity standards, (e.g. reorganize tasks, hours of work; modify the method used to perform a task, provide assistive devices; provide training). This may include consideration of alternate work.

Disability – A physical or mental impairment.

Duty to Accommodate – Duty to accommodate refers to an employer's obligation to take appropriate steps to provide accommodation to an employee with a Disability, short of undue hardship; the employee's obligation to accept a reasonable accommodation short of undue hardship. Accommodation is not a courtesy – it is the law, arising out of Canadian human rights legislation under "Discriminatory Acts".

4. DISABILITY MANAGEMENT

- a. The Library will endeavour to accommodate employees with a Disability through the provision of meaningful, productive employment opportunities when reasonably practicable short of undue hardship and through the provision of benefit entitlements as applicable.
- b. The Library will endeavour to achieve effective Disability management and safe return to work by:
 - i. Assisting employees in maintaining their dignity and self-respect subsequent to being adversely affected by a disabling injury or illness;
 - ii. Supporting affected employees, reducing stresses, adjusting to a Disability, reintegrating to the workplace, and other factors that adversely affect disabled employees;
 - iii. Monitoring absenteeism and initiating early intervention resulting in the expeditious return to work of valuable staff thereby minimizing the economic and emotional impact on employees;
 - iv. Establishing and promoting good communication between all parties; and
 - v. Respecting the need to protect confidential information.
- c. The Library is not required to create a job to suit an employee's disablement.
- d. The Library is committed to supporting the spirit and intent of human rights legislation. As a part of this commitment the Library will work diligently with employees to provide reasonable accommodation so that all employees may participate to their full potential and thereby contribute to the Library's and the employee's mutual success.

5. EXHAUSTION OF ACCOMMODATION MEASURES

- a. The goal of the Library is to explore all accommodation measures available and facilitate an accommodation with which the employee can live.

HR32	DISABILITY MANAGEMENT		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

- b. This does not necessarily guarantee the “perfect” solution.
- c. If a reasonable proposal is refused by the employee, the Library’s duty to accommodate is completed.
- d. Refusal of a reasonable accommodation by the employee releases the Library from further duty to accommodate.

RELATED POLICIES

Nil.