

TITLE: Workplace Accommodation Procedure (Job Applicant)

Date of Approval:

March 8, 2016

Effective Date:

March 8, 2016

Mandatory Review

Date:

5 years

Approved By:

Centre for Equity and Inclusion, Human Resources

1. PURPOSE

This procedure provides information with respect to the application of the Sheridan Workplace Accommodation Policy as it pertains to Job Applicants.

2. SCOPE

This procedure applies to:

- Job Applicants who may require Accommodation through the recruitment, assessment, or selection process.

This procedure is distinct from:

- The Sheridan Return to Work Policy
- The Sheridan Workplace Accommodation Procedure (Employee)

3. DEFINITIONS

Accommodation is a means of adjusting the recruitment process and/or the materials or processes used as part of Sheridan's recruitment, assessment and selection of Job Applicants in order to permit an applicant with accessibility needs due to a disability or other restrictions or needs related to a Ground under the *Human Rights Code*, to reasonably establish that he or she can perform the essential duties of the position for which the applicant is applying.

Job Applicants means both external applicants and existing Sheridan employees who are applying for a position at Sheridan.

Undue Hardship means the outer limit of the Accommodation obligation, and refers to activities, impacts or effects that would: (1) fundamentally alter the recruitment, assessment or selection process such that it would not reasonably establish whether a Job Applicant could perform the essential duties of the position for which he or she applied; (2) result in undue and/or excessive costs for Sheridan; or (3) unreasonably

interfere with the health and safety or other rights of other persons. Undue hardship must be considered individually, in the full context in which each request for Accommodation rises.

4. PROCEDURE

4.1 Request for Accommodation by Job Applicant

A Job Applicant may make a request for Accommodation in writing to the Sheridan employee coordinating the recruitment process. In the written request, the Job Applicant shall identify the Ground upon which the request is based and how it impacts his or her ability to participate in the recruitment, assessment or selection process.

Upon receiving a written request for Accommodation, Sheridan will acknowledge receipt of the request, and will ensure all requests are addressed in a timely manner.

4.2 Consultation with Job Applicant

The Sheridan employee coordinating the recruitment process will consult with the Job Applicant to understand and take into account the individual's accessibility needs due to disability or other restrictions or needs related to the Ground identified in the request for Accommodation.

Sheridan may request appropriate supporting information and/or documentation (satisfactory to Sheridan) including information that establishes that the employee's circumstances engage the protections of the *Human Rights Code*, in order to assess and substantiate the request for Accommodation.

4.3 Provision or arrangement for Accommodation

Following consultation, the Sheridan employee responsible for coordinating the recruitment process will provide or arrange for a suitable Accommodation in a manner that takes into account the Job Applicant's accessibility needs due to disability or other restrictions or needs related to the Ground identified in the request for Accommodation.

The Job Applicant and Sheridan have a shared responsibility in the Accommodation process during the recruitment, assessment or selection process.

Sheridan will communicate to the Job Applicant whether it has determined that there is a need for Accommodation, and which Accommodation it has determined to be suitable.

5. RELATED DOCUMENTS/LINKS/FORMS

Workplace Accommodation Policy