


<div>  <div>THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING</div> </div>		
Workplace Accommodation Policy		
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1. Purpose

The Sheridan College Institute of Technology and Advance Learning (“Sheridan”) does not tolerate any form of discrimination based on a protected ground of the Ontario Human Rights Code. As such, Sheridan is committed to identifying and removing barriers to participation in employment and the job application process, and to providing a learning and working environment that is equitable and inclusive. This Policy is the authority for Workplace Accommodation for Sheridan Employees and Job Applicants in accordance with the Ontario *Human Rights Code* (the “Code”) and provides related oversight and process. This Policy operates in conjunction with the *Accessibility for Ontarians with Disabilities Act, 2005* (the “AODA”) and other legislation and Sheridan policies.

This Policy applies to requests for Workplace Accommodation related to the Code grounds.

If this document is required in an accessible format or with communication supports, please contact workplaceabilities@sheridancollege.ca.

2. Scope

This Policy and its related Procedures apply to:

- all Sheridan Employees, volunteers, and placement students or interns; and
- external Job Applicants to Sheridan who may require Workplace Accommodation through the recruitment, assessment, or selection processes.

This Policy applies to all stages and aspects of the employment relationship, including recruitment and selection, promotions and transfers, and accommodations of work such as hours of work, and leaves of absence.

This Policy is distinct from the Return to Work policy, Accessibility Policy, and Accommodation of Religious Observances Policy.

The AODA does not diminish Sheridan’s legal obligations toward persons with disabilities that arise under the Code or any other Act, which are otherwise imposed by law. If two laws conflict, the provision that provides the highest level of accessibility for persons with disabilities is the law that will be followed (AODA, Section 38). The Code prohibits discrimination on the basis of disability (and other protected Grounds) in respect of goods, services or facilities, accommodations, contracts, employment and vocational organizations. In the context of employment or Workplace Accommodation, receipt of public

assistance is not applicable as a Code protected ground.

3. Definitions

Accommodated Work Plan: The Accommodated Work Plan (“AWP”) is provided to the workplace parties under Disability-related Workplace Accommodation process, or the Workplace Accommodation plan provided to the workplace parties under the family status or other protected grounds Workplace Accommodation process.

Disability: For the purposes of this Policy and in accordance with the Code, disability means

- a) 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;
- b) A condition of mental impairment or a developmental Disability;
- c) A learning Disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder or;
- e) An injury or Disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act*, 1997.

Employee: Includes a person under the employ of Sheridan either on a full-time, ongoing basis under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, the Part-Time Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; on a less than full-time, and/or temporary basis under the terms of an employment agreement; on a cooperative or work-term placement educational training program; as a Student Employee; and/or on a volunteer basis.

Ground: As defined in the Ontario [Human Rights Code](#).

Job Applicants: External applicants and existing Sheridan Employees who are applying for an employee position at Sheridan.

Reprisal: Any act of retaliation or threat of retaliation for making a request for Workplace Accommodation or for participating in the appeal process under the Policy or its Procedures.

Undue Hardship: The legal limit of the duty to accommodate. It applies in situations where severe negative effects outweigh the benefits of providing Workplace Accommodation. The factors determining whether a Workplace Accommodation creates undue hardship are limited to:

- a) costs
- b) outside resources or sources of funding, if any
- c) health and safety requirements, if any.

Undue hardship must be considered individually, and in the full context in which each Workplace Accommodation request is made.

Workplace Accommodation: A means of adjusting or modifying the work environment or the method of doing work to address individual needs of Employees to allow them to perform the essential duties

of their position or an alternate position. It can be temporary or permanent in nature and is a process that includes identifying and/or removing barriers in the workplace or in how the work is performed.

4. Policy Statement

- 4.1 Sheridan benefits when its community members can participate fully at all levels of the College with dignity and are treated in a fair and equitable manner. This Policy is guided by the principles of respect for dignity, individualization, and integration and full participation to determine Workplace Accommodations.
- 4.2 Sheridan recognizes the diversity of its Employees and the diversity of needs for full participation in Sheridan activities. Sheridan is committed to the creation of a work environment in which all Employees can fully participate in employment without discrimination based on a Code protected ground.
- 4.3 Sheridan recognizes its obligation to remove barriers to accessibility under the AODA, and its related regulations and standards.
- 4.4 Sheridan shall undertake reasonable efforts to address Workplace Accommodation needs and related requests of Employees and Job Applicants, promoting inclusion and equal participation in employment of all qualified persons, and in doing so will adhere to the outlined principles when providing Workplace Accommodation (paragraph 4.6).
- 4.5 Sheridan may provide Workplace Accommodation across bargaining units if an Employee cannot be accommodated by their own bargaining unit.
- 4.6 Sheridan will apply the following principles in determining Workplace Accommodations:
 - Dignity – maintain the dignity of the Employee or Job Applicant who requires Workplace Accommodation.
 - Individualization – develop individual Workplace Accommodation plans as appropriate, on a case-by-case basis, for the Employee they are designed to assist. Sheridan recognizes that some accommodations may be very simple and straightforward, and therefore, do not require a formal or complex process.
 - Accessibility and Inclusion – design barrier-free environments, allowing for equal participation of all qualified persons.
 - Shared Responsibility – engage in meaningful dialogue and work together respectfully towards Workplace Accommodation solutions that respect the dignity of the individual requiring Workplace Accommodation.
 - Consultation – collaborate with Sheridan community members and third parties as needed, in the development of an Accommodated Work Plan (AWP).
 - Timeliness – strive to ensure all obligations under this Policy are met in a timely manner.

- Employment Equity – commit to a workplace that remains fair and accessible to all.
- Confidentiality – incorporate reasonable measures to respect and protect the confidentiality of both personal and medical information.

4.7 Sheridan prohibits reprisal or threat of reprisal against individuals who make use of this Policy and its Procedures in good faith.

4.8 All Workplace Accommodations are subject to the limit of causing Undue Hardship.

4.9 Sheridan is responsible for ensuring that its current policies, rules, practices, and procedures are reviewed regularly to identify and eliminate barriers to employment in accordance with the Ontario *Human Rights Code*.

5. Responsible Office and Executive

5.1 The Responsible Office: Human Resources. HR can be reached at hr@sheridancollege.ca or 905-845-9430 ext. 2297.

5.2 Responsible Executive: Associate Vice-President, Human Resources

6. RELATED DOCUMENTATION (Procedures/Additional Policies/Forms/Legislation)

[Workplace Accommodation Procedure \(Employee\)](#)

[Workplace Accommodation Procedure \(Job Applicant\)](#)

[Workplace Accommodation Request Form - General](#)

[Workplace Accommodation Request Form – Disability](#)

[Accommodation of Religious Observances Policy](#)

[Accommodation of religious observances procedure \(employees\)](#)

[Individual Workplace Accommodation Plan Form](#)

[Return to Work Policy](#)

[Return to Work Procedure](#)

[Accessibility Policy](#)

[Accessibility for Ontarians with Disabilities Act, 2005](#)

[Human Rights Code R.S.O. 1990. C. H.19](#)

[The Workplace Safety and Insurance Act of Ontario, 1997](#)

[The Personal Health Information Protection Act \(PHIPA\), 2004](#)

[The Freedom of Information and Protection of Privacy Act \(FIPPA\), 1990](#)

[Personal information Protection & Electronic Documents Act \(PIPEDA\), 2000](#)