

Accommodation Plan Template

Purpose of an Accommodation Plan

- In Canada, employers have a duty to accommodate employees with limitations due to a medical condition. This obligation is set out in human rights legislation.
- An Accommodation Plan is a written document that lists the accommodations an employee with a disability needs to make their job accessible. The template below can be modified and used by employers for this purpose.
- An Accommodation Plan ensures that the employer and employee (and any others involved) clearly understand their roles and responsibilities. The Accommodation Plan can be used for the purposes of accountability and monitoring.
- The need for an Accommodation Plan can be temporary, long term, or permanent.
- At the heart of the accommodation process is the responsibility, shared by all parties, to have a meaningful dialogue about accommodation, and to work together respectfully towards accommodation solutions. Everyone involved should co-operatively engage in the process, share information, and work towards potential accommodation solutions.

Policy

- [Name of Organization] will provide workplace accommodation to the point of undue hardship to ensure that individuals who are otherwise able to work are not discriminated against and excluded from doing so because of a disability.
- Accommodation requests will be considered with the principles of dignity, individualization, inclusion, and full participation. When possible, employees with an Accommodation Plan will be notified in advance of any changes that could affect the terms of their plan.
- [Name of Organization] is committed to maintaining confidentiality when providing accommodation and will only disclose personal information when necessary to provide the accommodation or as otherwise permitted by law.

Procedure

- An Accommodation Plan can be used at many points in the employment process (interviewing, hiring, performance management, new injury or disability, etc)
- While it is within their rights not to, employers should encourage employees to disclose any reason for job-related accommodation they need. By welcoming disclosures with respect and dignity, every employee will have an opportunity to receive the training and assistance they need to succeed.

- Accommodation is not an all-or-nothing proposition, and can be seen as a continuum. Where the most appropriate accommodation would result in undue hardship, the organization must consider other alternatives, such as phased-in or next-best accommodations.
- Employees have a duty to cooperate in the accommodation process and can decide whether their medical information can be released.
- Employees have the right to reasonable accommodation – that is accommodation that meets his or her needs – but they do not have the right to perfect or their preferred accommodation.
- Personal information in the Accommodation Plan will be treated as confidential and disclosed only as needed to provide accommodation or as otherwise permitted by law.
- A copy of the report will be kept in a secure personnel file.

Accommodation Plan Template

Employee or Candidate Contact Information

Name:	
Telephone:	
Email:	
Other Contact Details:	

Employee or Candidate's Support Person or Representative Contact Information (if applicable)

Name:	
Telephone:	
Email:	
Other Contact Details:	

Employer or Manager Contact Information

Name:	
Organization:	
Telephone:	
Email:	
Other Contact Details:	

Limitations

Limitation(s) Identified	Job-related task(s) affected by the limitation(s)	Is this an essential job requirement?

Expert Input¹

Source of expert input	Notes

¹ For example, a human resources manager, doctor, specialist, etc. External expert input is not needed in every context. If the reason for accommodation is obvious, often an arrangement can be made without expert input. When asking for medical information to support an accommodation request, employers must use the least intrusive means possible and respect the employee's privacy rights. If a functional capacity assessment is required it is at the employer's expense.

Accommodations Required

Job requirement(s) or task(s) that require accommodation	Suggested actions required to accommodate	Follow-up needed and person responsible

Accommodation Acceptance or Denial

☐ Accepted	Effective Date: Next Review Date: End Date:
☐ Denied	Specific reasons for denial:

Emergency Response Requirements

List any potential safety issues that could arise for the employee in an emergency situation and how these will be managed.

Any Additional Notes or Follow-up Recommendations

Agreement

Signature of Employee or Candidate:	
Signature of Employee or Candidate's Support Person or Representative (if applicable)	
Signature of Employer or Manager:	
Date:	