

NIPISSING UNIVERSITY – POLICIES AND PROCEDURES

PROCEDURES FOR REQUESTING ACCOMMODATION DUE TO DISABILITY

The University's policy regarding employees requesting accommodations is as follows:

1. Employees requesting accommodation due to a disability must make their request in writing to Human Resources.
2. The University requires medical documentation from the employee's physician with regard to the accommodations requested. Please note the specific disability does not need to be identified; however, the University must know that the employee has a disability and needs to be accommodated in order to be productive at work.
3. The physician must list the limitations and specific accommodations requested, as well as the rationale of why the employee needs a specific accommodation such as software, hardware, equipment, etc. Please note, if a specific type of hardware is recommended, it must be clearly delineated why one particular type or brand of hardware would be more appropriate or conducive to completing the required duties and responsibilities of the position. If possible, the physician will list several alternative types of software, hardware, equipment or modifications that would accommodate the employee.
4. The University may request a second medical opinion on the specific accommodations recommended by the employee's physician.
5. The medical documentation will include a link to the physical and mental demands of the position, as well as the objectives of the accommodation. Medical documentation shall be kept separate from the employee's personnel file.

Depending on the employee's duties and responsibilities and the merits of each individual case (case by case), the University will decide the following:

- a) who is responsible for making the accommodations;
- b) who is involved in making the accommodations;
- c) the timelines for making the accommodations.

The University follows the Human Rights Code with regard to accommodating employees with disabilities as defined by the code.

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