
POLICIES and PROCEDURES

Responsible Unit	Office of the Provost and Vice-President Academic
Last Reviewed/Updated	August 2022
Approving Sector Head	Provost and Vice-President Academic
Procedures	Non-Medical Accommodation Process for AUFA Members

1. Request for an Accommodation

- a. To ensure that Accommodation needs are effectively met, Employees are responsible for communicating their need for an Accommodation at the earliest possible opportunity and to participate fully in the process. AUFA members are encouraged to seek representation from their union as early in the process as possible.
- b. A request for an Accommodation must be made in writing to the Employee's Academic Unit Head and Dean. The Dean will remind the applicant of their right to union representation. An Employee may also choose to consult with Human Resources, AUFA, or the Equity Office in relation to a request for an Accommodation. A request for an Accommodation will:
 - identify the protected characteristic involved,
 - explain why the Employee requires an Accommodation,
 - describe the specific Accommodation being requested, and
 - suggest how the Accommodation can be achieved.

A request for an Accommodation should **not** include personal health information, including diagnosis.

- c. The University recognizes that in situations where university representatives are aware, or reasonably ought to be aware, that there may be a relationship between a protected characteristic and someone's job performance, there may be a duty on the part of the university to inquire into that possible relationship before making a decision that would affect the person adversely. This includes providing a meaningful opportunity to the employee to request an Accommodation.

2. Assessment and Decision

- a. For a classroom Accommodation, the following process will be followed:
 - i. A request for an Accommodation that results in an Employee missing or adjusting the delivery mode for less than 6 hours of class time per course can be considered by the Head. The Head will decide what, if any, Accommodation will be provided and will inform the Dean in writing of the decision.
 - ii. A request for an Accommodation that results in an Employee missing or adjusting the delivery mode of more than 6 hours of class time but less than 18 hours of class time per

course will be considered by the Dean in consultation with the Head and Employee. The Dean will decide what, if any, Accommodation will be provided.

- iii. A request for an Accommodation that results in an Employee missing or adjusting the delivery mode of more than 18 hours of class time per course will be considered by the Provost and Dean in consultation with the Head and Employee. The Provost and Dean will decide what, if any, Accommodation will be provided.
- b. If an Employee's request seeks an Accommodation outside of the classroom, the following process will be followed:
 - i. The request for Accommodation will be considered by the Academic Unit Head and the Dean, in consultation with the Employee, and the Provost if deemed necessary. The Dean will decide what, if any, Accommodation will be provided.
- c. For instances when an Employee's request for Accommodation includes measures that fall inside and outside of the classroom, 2.b will be followed.
- d. For all Accommodation requests, it is the responsibility of the appropriate Administrative Head (Academic Unit Head, Dean, or Provost) to determine whether the Employee is experiencing a barrier in their work environment and whether that barrier is connected to a Protected Characteristic. The Administrative Head will determine what Accommodation will be provided.
- e. The Academic Unit Head, Dean or Provost, as appropriate, will communicate the decision, with reasons, in writing to the Employee requesting the Accommodation. The decision will generally be communicated within ten working days. If the complexity of the Accommodation request makes additional time needed, the Administrative Head will communicate to the Employee in writing with an estimated time for when the decision will be made. When an Accommodation is granted, the notification will specify the Accommodation to be provided and will include details around the implementation of the Accommodation, the duration of the Accommodation, and the frequency of review of the Accommodation. If the Accommodation cannot be immediately implemented, the written response will include an estimated timeline for when the Accommodation will be put into place and, if feasible, any temporary Accommodations that will be implemented in the interim.
- f. Where an Employee disagrees with an Accommodation decision, they should attempt to resolve the matter through discussions with the Academic Unit Head or Dean (and Provost, if the accommodation was requested under a.iii.). If the matter remains unresolved and the Employee believes that there was a violation of the Collective Agreement, they may consult the AUFA Grievance Committee to determine if there are grounds for a grievance under the Collective Agreement.
- g. In any occasion where this process conflicts with an article of the Collective Agreement, the Collective Agreement shall take precedence.