

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-23 Workplace Accommodation	

Town of Lampman

**Policy No. 300-23 Workplace
Accommodation**

December 12, 2018

1. Workplace Accommodation

- 1.1. The Town of Lampman is committed to fostering an inclusive workplace where all employees are treated with respect and dignity.
- 1.2. The Town of Lampman is committed to acting in a manner consistent with its obligations under the Human Rights Act and the Employment Equity Act of Saskatchewan and will provide a workplace that ensures equal opportunity free from discrimination.
- 1.3. The Town of Lampman will provide reasonable workplace accommodation, short of undue hardship. The purpose of accommodation is to ensure that individuals who are otherwise able to work are not unfairly excluded from doing so when working conditions can be adjusted without causing undue hardship to the employer.

2. Requesting workplace accommodation

- 2.1. An employee may request an accommodation by notifying the Foreman or Administrator. The Foreman or Administrator will document the request, including the employee's name, position, and date of the request, any details provided by the employee and any accommodation options suggested by the employee.
- 2.2. The Foreman or Administrator may request additional supporting documentation from the employee in order to identify accommodation options (e.g. details of restrictions or limitations). Management will discuss available accommodation options with the employee. The accommodation preferences of the employee will be taken into account. However, the Foreman or Administrator may proceed with an option that is less costly or easier to provide, when it meets the employee's accommodation needs. The manager will clearly communicate the reasons for his or her decision to the employee.

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2.3. The Foreman or Administrator will review the accommodation measures with the employee on a regular basis to confirm they continue to be necessary and effective. If the available accommodation options raise the likelihood of causing undue hardship, the supervisor will refer the matter to Council for a decision.

3. Privacy and Confidentiality

3.1. All records associated with accommodation requests will be maintained in a secure location, separate from employees' personnel files and will only be shared with persons who need the information.

Document Revision History:

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