



**SECTION 1000 – HUMAN RESOURCES  
WORKPLACE ACCOMODATION**

Lord Selkirk School Division is committed to meeting its obligations under The Manitoba Human Rights Code (“the Code”), including the requirement that employers reasonably accommodate special needs of employees that are based on protected characteristics, to the point of undue hardship. This policy is not intended to discourage or prevent an individual from exercising their legal rights pursuant to any other law.

The process for the Division and its employees to follow, where reasonable accommodation of a special need based on a protected characteristic under the Code has been requested or is indicated, are set out in this procedure.

Protected characteristics under the Code are ancestry; nationality; ethnic origin; religion; age; sex, including pregnancy and gender identity; gender-determined characteristics; sexual orientation; marital or family status; source of income; political belief; and physical or mental disability.

Employees may elect to contact the Human Rights Commission or any other appropriate legal authority at any time before, during or after the Division’s involvement in the process.

**Employee Responsibility**

Employees shall:

- advise the Division of the request for accommodation by completing a Reasonable Accommodation request form. The form must be provided to the Superintendent in a timely manner;
- provide all relevant medical and/or other information to assist the Division in assessing the request;
- provide the Division with the necessary authorization to communicate with relevant professionals, medical or other, depending on the request; and
- co-operate in the search for, and implementation of, the accommodation.

**Divisional Responsibility**

The Division shall:

- implement an accommodation process;
- post the Reasonable Accommodation policy and applicable form(s) in Employee Connect;
- review the employee’s request for accommodation;
- verify the need for accommodation through employee interview, additional communication with medical and/or other relevant professionals and review of documentation submitted;
- assess, identify and implement reasonable accommodation in a timely manner;
- hold all information obtained confidential; and
- monitor any accommodation implemented to determine effectiveness, need for change and to determine if accommodation is no longer necessary.

If accommodation is not possible due to undue hardship, the Division will advise the employee in writing as to the reason(s) the accommodation cannot be provided.

<b>Cross Reference:</b>			
<b>Board Informed:</b> February 2017	<b>Procedure Review Date:</b> September 2023	<b>Procedure Revision Date:</b>	<b>Page 1 of 1</b>