

 BOARD POLICY	Policy Name: Workplace Accommodation	Policy Number: 3.16	
	Approval Signature:	Section: Personnel	Page 1 of 3
	Supersedes:		
	Approved by Board: June 23, 2025	Next Review Date: 2027	
	Policy Contact (Position): Executive Director	Name of Responsible Committee: Executive Committee	

WORKPLACE ACCOMODATION POLICY

1. PURPOSE

The purpose of this policy is to confirm that the Northern Association of Community Councils Inc. (NACC) is committed to its duty to accommodate an employee and to actively engage in the accommodation process with employees, their physicians, and, where applicable, their representatives.

2. AUTHORITY

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

3. POLICY

This policy covers all employees of NACC requiring short or long-term accommodation because of any injuries, disabilities, or illness originating on or off the job, or any other protected need or rights under applicable human rights legislation. The process described in this policy applies when accommodation is requested and documented by an employee, by a qualified medical care provider or physician on behalf of an employee, or objectively determined and documented by management.

(a) Accommodation Process

- (i) The accommodation process involves a systematic and in-depth review of the job requirements and the limitations or performance problems the accommodation needs create.
- (ii) The purpose of this review is to identify changes or modifications that may allow the employee to perform the essential job duties free from workplace obstacles.

- (iii) Accommodation is a shared responsibility between employees requesting accommodation and the NACC.
- (iv) A review to determine the feasibility, type and duration of accommodation involves an interactive process and dialogue that should involve at a minimum the employee requesting the accommodation and local management. Depending on the circumstances, the Business may also mandate a third party to help with the assessment of the available positions and determining the possible accommodations.
- (v) Each request for accommodation will be assessed on a case-by-case basis, considering, among other things, the employee's particular situation and the potential impact of the requested accommodation on the NACC. This process may take several discussions to determine the feasibility, type and duration of accommodation. Other factors, including the employee's ability to perform the essential functions of their role with the accommodation and the reasonableness of the accommodation, will be considered.
- (vi) If NACC determines that it cannot reasonably accommodate the employee's request, the employee's continued employment with the NACC will be assessed based on applicable employment laws and regulations, the NACC's policies and procedures, and any agreements. During continued employment, the NACC will continue the interactive process towards identifying accommodation(s) that meets the needs of the employee and does not create an undue hardship on the NACC.
- (vii) The NACC may require an employee to provide medical documentation supporting the requested accommodation. Acceptable documentation will clearly include the employee's specific functional limitations, the prognosis for recovery and the anticipated length of time the accommodation will be required. Vague or generic statements in documents are not acceptable. Examples of unacceptable statement include: "light duty", "cannot work full time", or "can only be assigned to [particular piece of equipment or task]". If an employee refuses to provide this supporting documentation, the employee may not be entitled to reasonable accommodation.
- (viii) NACC has the right to retain and use a medical professional of its choice to review and advise it on accommodation matters and to review relevant documentation and the employee has the obligation to cooperate with this process.

(b) NACC Responsibilities

NACC is responsible for:

- (i) providing information to employees about accommodation and return-to-work assistance;
- (ii) identifying and eliminating barriers that may prevent an employee from performing his or her job;

- (iii) managing employee requests for accommodation in a timely, confidential and sensitive manner;
- (iv) ensuring that appropriate the individuals are involved in the accommodation process;
- (v) informing individuals as to what information and documentation they need to provide to facilitate the accommodation process; and,
- (vi) initiating discussions about accommodations with employees where appropriate.

(c) Employee Responsibilities

Employees are responsible for:

- (i) making their accommodation needs known to management;
- (ii) helping to identify potential accommodation options;
- (iii) providing information and documentation in support of their request for accommodation;
- (iv) accepting the accommodation solution that meets their needs, even if it is not their preferred accommodation option; and,
- (v) informing the NACC of any changes to their needs to allow it to properly assess and revise any accommodation, if required.

4. MONITORING AND REVIEW

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC's operations. Changes to the policy will be documented and communicated to the Board for approval.

5. BOARD ACCEPTANCE

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025

Revisions Approved: June 23, 2025