



Temporary Accommodation Process Map

STEP 1 Request for Accommodation

Request for temporary accommodation received by leader, supported by verified medical restrictions.

STEP 2 Gather the Facts

- Discuss accommodation needs with the employee.
- Leader contacts Return to Work Coordinator (RTWC) and/or Vocational Rehabilitation Consultant (VRC).

Stage 1:

- Determines if employee's own job can be modified.
- Evaluates options in employee's own work area.

Outcome of Stage 1

ABLE TO ACCOMMODATE

UNABLE TO ACCOMMODATE

This 5-stage accommodation search process will continue until a reasonable solution is found or opportunities at all levels have been exhausted.

STEP 3 Implement Accommodation

- Leader will confirm details of Accommodation plan with employee.
- RTWC and/or VRC will document the plan.
- Plan is implemented, monitored and reviewed by Leader, RTWC and/or VRC based on needs.

Stage 2: Alternatives in other sections/divisions within the same union and Business Unit are explored. The leader coordinates this search with the support of the RTWC and/or VRC.

Stage 3: Alternatives in other Business Units within the same Department and union are explored.

The RTWC and/or VRC coordinates the search in Stages 3-5 with the support of the leader and union.

Stage 4: Alternatives in all other Business Units across The City in the employees' own union are explored.

Stage 5: Alternatives beyond the initial union or non-union jurisdiction are explored.

Suitable Work Found

Suitable Work Found

Suitable Work Found

Suitable Work Found