



How to: Identify work accommodations

STAGE 1

At Stage 1 of the accommodation search, leaders are responsible to modify the employee's own position or find work within your work area leveraging support and guidance from your [Return to Work Coordinator](#) (RTWC)

Use this fillable checklist for support when moving through the steps in the most common accommodation situations. It should guide your approach and decisions, but keep in mind that you should evaluate each case individually, as each presents unique circumstances.

Once this checklist is complete, send it to your RTWC. **By documenting all your accommodation efforts, you are establishing due diligence on behalf of The City of Calgary.**

Assess accommodation within the employee's own position and work area

- Gather relevant documents about my employee's position:
 - job description or job specification - contact HR Support Services at 268-5800 to obtain a copy
 - job demands analysis (JDA) - contact your RTWC to obtain a copy
 - operating procedures
- Assess job tasks and duties within the employee's own work area. Answer the following questions:
 - Can the employee perform other job duties in your area?
 - Can work be reassigned within your work area to match the employee's needs?
- Gather relevant documents about my employee's accommodation needs:
 - [Return to Work with Restrictions \(X428\)](#)
 - OIS (Occupational Injury Services) Physician Progress Report (WCB claims)
 - Communication Form from Homewood Health (S&A claims)
 - Detailed email from the Return to Work Coordinator (RTWC)
- Confirm the essential and non-essential tasks of the employee's position and the percentage of time spent doing these tasks.
- Review the employee's restrictions or needs that affect their ability to perform the work.
- List what job duties and requirements can and cannot be done by the employee.

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- Assess how the work could be adjusted and the list the options. Answer the following questions:
 - How can tools or equipment and ergonomics solutions reduce the job demands?
Examples: introduce carts, handles, hoists or power tools.
 - What assistive devices or aids would support my employee with their needs and allow them to continue to do their own job?
 - How could job tasks be reorganized or rebundled for my employee to match their needs?
 - Which specific tasks need to be removed? Are they considered essential?
 - If changing their schedule or hours of work is needed, how can I re-arrange the work to meet these requirements?
 - Are there ways to modify the job to make it safer for all employees?
- If accommodation is found, document the option that most reasonably accommodates the employee's needs and provide this, along with completed checklists, to your Return to Work Coordinator so they can complete the Return to Work Plan.

- If accommodation cannot be found, proceed to checklist How to: Identify Work Accommodations (Stages 2-5).
- Document the option that most reasonably accommodates the employee's needs and provide this to your Return to Work Coordinator to complete the Return to Work Plan.

Accommodation is a collective accountability. As a leader you are responsible to find your employee a suitable accommodation and the HR team is here to support you.