



# Accommodation Checklist for Employees

## EMPLOYEE'S ROLE IN ACCOMMODATION

A successful accommodation happens with cooperation, good communication, flexibility and creativity from you, your leader, the Ability Advisor (AA) and your union. Here are your responsibilities in the accommodation process.

### **Making the Request for Accommodation:**

- Discuss with your physician when your health is impacting your ability to perform your work duties. An accommodation plan begins when your physician has provided objective medical information that states your ability to perform your job duties has been impacted.
- Use the tools and contacts available in this information package and the resource list to support you through the process.
- Complete the appropriate paperwork.
- Notify your leader to let them know you need modifications to your job as soon as possible so the accommodation process can begin.

### **Gather the Facts and Explore Options:**

- Maintain contact with your leader throughout the search process. Your leader will try to accommodate you in your own job or work area first. If that is not possible based on your restrictions, they will collaborate with your Ability Advisor to search for options outside your work area.
- Provide complete, accurate and current documentation on your needs throughout the accommodation process.
- Collaborate and cooperate with your leader and union throughout the accommodation process.
- Participate in the development and implementation of plans that support your early and safe return to work. Accept a solution that reasonably accommodates your needs. The City's obligation as an employer is described in the [Alberta Human Rights Act](#).
- Understand that if you refuse to accept a solution that reasonably accommodates your needs, The City's obligation to accommodate you may end. Depending on the facts of your case, your refusal could affect your continued employment at The City.

### **You have been accommodated – what now?**

- Meet the required performance expectations of the position or assigned work once you have been accommodated.
- Follow recommendations of physicians and/or health care providers to support your recovery and returning to your full duties.
- Inform your leader if there are changes in your abilities or restrictions and provide supporting documentation.
- Ensure the benefit provider has current medical information from your physician or treatment provider. This is only applicable if you are receiving benefits while being accommodated (Sickness & Accident, Long Term Disability or WCB).

# Accommodation Checklist for Employees

Use this checklist as you move through each step of the accommodation process.

## Step 1: Start with Request for Accommodation

An accommodation process begins when The City receives notice that you can return to work with medical restrictions.

- Discuss with:
  - A physician at Occupational Injury Services (OIS) and have them complete an OIS Physician Progress Report - WCB claims only
  - or
  - Your physician about your medical restrictions and have them complete the [Return to Work with Restrictions \(X428\)](#) for all other accommodation requests. The completed [Return to Work with Restrictions \(X428\)](#) form will be reimbursed up to a maximum of \$100. If you have concerns regarding this process, please contact your Ability Advisor. If you are unsure of who to contact, you call the HR Service Centre at 403-268-5800.
- Have your physician's office send the completed form to your benefit provider if you have a current S&A, LTD or WCB claim. Keep a copy for yourself.
- Review your restrictions and complete the Accommodation Planning Worksheet.
- Contact your leader to discuss abilities and restrictions.

## Step 2: Gather the Facts and Explore Accommodation Options

- Discuss with your leader what parts of your job you can and cannot perform based on your abilities. Talk about any new restrictions and/or options for work based on your discussions with your physician and ideas from the Accommodation Planning Worksheet.
- Raise any concerns you have about the options, if any, with your leader.
- Request support from your union if you need it.
- Maintain contact with your leader even as alternative work options outside your own position and work area are explored.
- Your leader contacts you with an offer of accommodation and details on what you will be doing and when you start.

## Step 3: Implement Accommodation

- Review and discuss the Return to Work Plan and any orientation required with your leader.
- Ensure time entries are correct in [myHRconnect](#) (self-service employees only).
- Meet regularly with your leader. You might want to set up a schedule.

## Step 4: Monitoring Accommodation

- If there are changes to your abilities and/or medical restrictions, have your physician complete the [Return to Work with Restrictions \(X428\)](#) form or provide updated medical information to your benefits provider.
- Discuss any changes with your leader.
- Contact your Ability Advisor with questions about your situation or the process.