

Employees with Disabilities Policy

Purpose

To ensure that all VCC employees and applicants with disabilities are afforded access to accommodation in accordance with the BC Human Rights Code.

To provide procedural guidelines for the implementation of accommodation for employees and applicants with disabilities.

Policy

Vancouver Community College is committed to ensuring fair and consistent treatment of all employees, including employees with a disability, in accordance with individual need and operational objectives.

Vancouver Community College recognizes its legal duty under the BC Human Rights Code to provide accommodation to facilitate employment and access to employment opportunities for all employees and applicants for employment who have a disability.

Accommodation does not remove the requirement for employees to meet essential employment objectives or adhere to institutional policy.

This policy will not interfere with the rights and obligations specified in the current collective agreements between the College and its unions.

Applies to

All V.C.C. employees and applicants for employment.

Time Frames

Employees and applicants requesting accommodation must make their request to Human Resources. Requests for accommodation must be made well enough in advance to enable the implementation of the accommodation(s).

Definitions

Accommodation

Any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment similar to those enjoyed by employees without disabilities.

Disability

Persons with disabilities are persons who:

- a) have a significant and persistent mobility, sensory, learning, or other physical or mental health impairment which may be permanent or temporary, and
- b) experience functional restrictions or limitations in their ability to perform employment duties.

Functional Limitation

Restrictions in physical or mental functioning that hinder an individual's ability to perform tasks or activities of daily living.

Procedures

To be eligible for accommodation, an employee must self-identify and submit a written request for accommodation to Human Resources. Written requests must be accompanied by appropriate medical documentation.

Accommodation for employees with disabilities will be made on an individual basis in keeping with the particulars of the disability and job duties.

Upon receipt of the request for accommodation Human Resources will:

- a) review the documentation to ensure that it meets the requirements set out in this policy.
- b) consult with the appropriate manager, supervisor or department head about the request and make arrangements for implementation of the appropriate accommodation.

- c) consult with the union/association as appropriate.

In exceptional circumstances, an employee may be provided accommodation on a limited basis without documentation.

When it is believed that an employee may endanger him or herself or others by virtue of a physical or mental disability, Human Resources will attempt to devise an accommodation to reduce the potential safety risk. If it is determined that accommodation will not reduce the potential safety risk, Human Resources will explore other options in accordance with established employment rights.

This process is not intended for small budget items (under \$500) such as anti-glare screens, mouse pads, or footrests, or for ergonomic requirements under WorkSafeBC, which are departmental responsibilities.

Documentation

Documentation in support of a disability must be current and relevant to the request for accommodation.

Documentation must be provided by a medical doctor, psychologist or other health professional who has specific training, expertise, and experience in the diagnosis of conditions for which accommodation is being requested.

Health practitioners who provide documentation must be appropriately certified and/or licensed to practice their professions.

Documentation must outline the nature of the disability, along with a detailed explanation of the functional impact of the disability. A diagnosis alone is not sufficient to support a request for an accommodation. The College may require additional medical information or another medical opinion.

Documentation must be provided to Human Resources and will be treated as confidential.

Circumstances may arise where disclosure of the functional limitations associated with the disability may be required to facilitate the implementation of appropriate accommodation. Employees are not required to provide medical information to their manager, supervisor or department head.

Vancouver Community College does not provide or assume the cost of diagnostic services. Vancouver Community College will assume costs associated with medical documentation requested by the College.

Responsibilities

It is the responsibility of the College to:

- a) ensure that employees and applicants are not denied employment opportunities on the basis of their disability;
- b) provide accommodation to employees with disabilities in accordance with the BC Human Rights Code; and
- c) provide education and training to managers, department heads and supervisors regarding accommodation procedures and issues pertaining to persons with disabilities.

Employees will be responsible to provide any required documentation within the times frames set out in this policy and to cooperate with the College to achieve accommodation.

Human Resources, in collaboration with the Human Rights Coordinator, will be responsible for providing education and training in support of this policy.

Human Resources will be responsible for the administration of this policy.

Appeals

Employees who dispute the application of this policy will have access to redress through the grievance procedure outlined in the applicable collective agreement.

Employment applicants will not have access to

internal redress options. Disputes may be referred to the BC Human Rights Tribunal or other recourses as appropriate.

References

B.C. Human Rights Code
VCC Human Rights Policy
VCC and CUPE Collective Agreement
VCC and VCCFA Collective Agreement

1. **Policy Sponsor** Human Rights Coordinator

2. **Approvals:**

President _____ Date: _____

Education Council Chair _____ N/A _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ N/A _____ Date: _____

3. **Amendments**

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. **Review Date**