



Workplace Accommodation for Employees with Disabilities

Background

These guidelines confirm KTCEA’s commitment to accommodate employees with disabilities.

Guidelines

KTCEA will attempt to accommodate employees with a disability or disabilities that limit their ability to perform their full role with KTCEA.

Employees with a disability or disabilities that may limit their ability to perform their full role with KTCEA should approach their supervisor to request a workplace accommodation. Workplace accommodations are modifications to a work environment that support an individual with a disability or disabilities in the performance of their job.

Consideration of an accommodation request will involve evaluating the physical, mental and other demands of the job, and may require obtaining information from the employee and their physician or other individuals who can support KTCEA in the process of identifying and evaluating accommodation options. Such considerations will comply with the provisions with the Alberta Human Rights Act, Alberta Employment Standards Code and other legislated requirements.

In certain circumstances KTCEA may engage an employee in a discussion about accommodations that may be required to support job performance.

These guidelines apply to all KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	Applying to their supervisor for accommodation based on a disability.	Employees
2.	Reviewing accommodation requests and implementing accommodations as required by law to meet the needs of the employee and KTCEA while ensuring the key standards of KTCEA are upheld.	Supervisors/ Associate Superintendents
3.	Engaging employees in discussions about accommodation requirements when job performance is being impacted by a disability or disabilities.	Employees/ Supervisors/ Associate Superintendents/ Superintendent

References:

Alberta Human Rights Act

Alberta Employment Standards Code

KTCEA Policy 3 Respectful, Caring and Safe Schools and Workplaces

KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.