

Documented Individual Accommodation Plans

Catholic Community Services of York Region (CCSYR) is committed to providing accommodations for employees with disabilities. An Individual Accommodation Plan, once developed, will be provided to the employee in a format that considers his/her accessibility needs, due to his/her disability. The employee's personal information will always be protected.

CCSYR may request an evaluation by an outside medical or other expert, at CCSYR's expense, to determine whether and how to accommodate the employee.

When an employee with a disability requests an accommodation, the following process will be followed:

1. Employee identifies a disability to their supervisor or Human Resources, and requests accommodation
2. Supervisor/manager and/or Human Resources will meet with the employee and provide an Accommodation form for the employee's treating physician to complete (at the expense of CCSYR) and submit to Human Resources for review.
3. Once the completed Accommodation form is received, Human Resources will meet the employee's supervisor to discuss the request for accommodation and explore the most appropriate measure(s) on how to support the employee.
4. An Individual Accommodation Plan will be developed by Human Resources, in consultation with the employee, and their supervisor. A copy of this form will be provided to the employee and their supervisor, with the original being filed in their personnel file.
5. The Individual Accommodation Plan will be created with a set duration and at the end of the duration Human Resources will review the information with the employee to determine if they require an extension, or not
6. The Individual Accommodation plan can also be reviewed if their work location or duties change

7. If the accommodation is denied, an explanation will be provided to the employee in a written letter
8. Human Resources will also provide a letter outlining the details of the approved Individual Accommodation plan, which the employee will be required to sign.

Return to Work (RTW)

CCSYR is committed to supporting employees who have been absent from work due to a non-work-related disability and who require accommodation to return to work.

The following process will facilitate an employee's safe and timely return to work:

1. While absent from work due to a disability, the employee will be required to provide Human Resources with regular updates regarding their progress and medical documentation to support their absence.
2. With the employee's consent, the supervisor and/or Human Resources will maintain regular contact with the employee while they are off work, either by phone or email, to determine their progress.
3. When the employee is ready to return to work and requires any workplace accommodation, they will be required to get their treating physician to complete a Medical Assessment form with the details of the accommodations and submit it to Human Resources for review.
4. Human Resources, the employee's supervisor will consult and determine if they are able to accommodate the employee request. If the accommodation request is approved a written RTW plan will be developed (which will be added to the employee's Individual Accommodation Plan, if applicable) and shared with the employee.
5. If CCSYR is unable to accommodate the employee. Then the employee will be notified through a written letter with the reason for the decline, and they will continue to be on their medical leave.
6. Upon the employee's return their supervisor and Human Resources will monitor the RTW plan regularly and, if the employee encounters challenges, the plan will be reviewed and modified accordingly to overcome these challenges