

The Accommodation Process

Public Outreach is committed to providing accommodations for people with disabilities. When an employee with a disability requests an accommodation, we will follow this process.

Step 1: Recognize the Need for Accommodation

The need for accommodation can be:

- Requested by the employee through their Manager, or human resources.
- Identified by the employee's manager or the hiring manager.

Step 2: Gather Relevant Information and Assess Needs

The employee is an active participant in this step.

- Public Outreach does not require details on the nature of the employee's disability to provide an accommodation; it only needs to know about the employee's abilities.
- The manager may ask for a functional capacity assessment or for an external expert to be involved at the organization's expense.
- The employee and their manager evaluate potential options to find the most appropriate measure.

Step 3: Write a Formal, Individual Accommodation Plan

Once the most appropriate accommodation has been identified, the accommodation details are written down in a formal plan, including:

- Accessible formats and communication supports, if requested.
- Workplace emergency response information, if required.
- Any other accommodation that is to be provided.

The employee's personal information will be protected at all times.

If the employer denies an accommodation, the employee will be informed of the reason for the denial.

Step 4: Implement, Monitor, and Review Accommodation Plan

The employee and his or her manager monitor the accommodation to ensure that it has effectively resolved the challenge.

- Formal reviews happen according to a regular schedule.
- The accommodation plan is reviewed if the employee's work location or position changes.
- The accommodation is reviewed if the nature of the employee's disability changes.

If the accommodation is no longer appropriate, the employee and the manager can work together to gather information and reassess the employee's needs in order for Public Outreach to find the best accommodation measure.

Accommodation Plan

Employee Name: _____ Date: _____

Title/Department: _____ Manager: _____

Limitations	Job Related Tasks/Activities Affected by Limitations	Is this an essential job requirement?

Sources of expert input into accommodation plan (e.g., HR Manager, family doctor, specialists):

Accommodation measures to be implemented from [start date] to [end date].

If no end date is expected, the next review of this accommodation plan will occur on [review date].

List of job requirements and related tasks that require accommodation	What are the objectives of the accommodation (i.e. what must the accommodation do in order to be successful?)	What accommodation strategies/tools have been selected to facilitate this task/activity?

Roles and Responsibilities

Outstanding Actions to Implement Accommodation	Assigned To	Due Date

Employee's Signature

Manager's Signature

For questions or more information contact Human Resources:

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