Workplace Accommodations Policy



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Table of Contents

POLICY STATEMENT:..... 3
PURPOSE:..... 3
SCOPE:..... 3
DISABILITY & ITS FORMS:..... 3
ACCOMMODATION:..... 4
DIFFERENT ACCOMMODATIONS THAT CAN BE PROVIDED FOR DIFFERENT DISABILITIES:..... 4
PROCEDURE FOR REQUESTING ACCOMMODATIONS:..... 5
RESPONSIBILITIES:..... 6
CONTACT INFORMATION:..... 6

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POLICY STATEMENT:

Our organization is committed to creating an inclusive workplace where all employees are valued and respected. We recognize the importance of providing reasonable accommodations to employees with disabilities to ensure that they can perform the essential functions of their job.

The policy aims to create an inclusive workplace environment that values diversity, respects individual differences, and ensures that all employees, regardless of their disabilities, have equal opportunities for employment and advancement.

PURPOSE:

The purpose of a Workplace Accommodations Policy is to provide guidelines and procedures for accommodating employees with disabilities to enable them to perform their job duties effectively.

SCOPE:

- The scope of a Workplace Accommodations Policy typically includes all employees of an organization, including full-time, part-time, temporary, and contract workers.
- The policy may also apply to job applicants and candidates who require accommodations during the hiring process.
- The policy generally covers all disabilities, including physical, sensory, cognitive, and mental disabilities, and provides guidelines for determining reasonable accommodations based on individual employee needs and limitations.

DISABILITY & ITS FORMS:

A disability is a physical or mental impairment that substantially limits one or more major life activities, such as walking, hearing, speaking, breathing, performing manual tasks, caring for oneself, learning, or working.

The forms of disability that will be considered in this policy are:

- PHYSICAL DISABILITIES: Physical disabilities refer to any impairment or limitation in a person's physical functioning, mobility, dexterity, or stamina, which may be caused by congenital or acquired conditions, such as paralysis, amputation, arthritis, or chronic pain.
- SENSORY DISABILITIES: Sensory disabilities refer to any impairment or limitation in a person's senses, such as vision, hearing, touch, or taste, which may be caused by congenital or acquired conditions, such as blindness, deafness, or sensory processing disorders.

- COGNITIVE DISABILITIES: Cognitive disabilities refer to any impairment or limitation in a person's mental functioning, such as memory, attention, learning, or reasoning, which may be caused by congenital or acquired conditions, such as intellectual disability, autism, or traumatic brain injury.

- MENTAL DISABILITIES: Mental disabilities refer to any impairment or limitation in a person's mental health or emotional functioning, such as depression, anxiety, bipolar disorder, or schizophrenia, which may be caused by biological, environmental, or social factors.

ACCOMMODATION:

Accommodation refers to any modification or adjustment to a job, work environment, or employment policy or practice that enables an employee with a disability to perform the essential functions of their job effectively.

Accommodations may include, but are not limited to, modifications to work schedules, job duties, equipment, technology, or physical environment.

DIFFERENT ACCOMMODATIONS THAT CAN BE PROVIDED FOR DIFFERENT DISABILITIES:

PHYSICAL DISABILITIES:

- Assistive technology, such as a computer with a voice recognition software or a modified keyboard
- Modifications to the physical workspace, such as adjusting the height of a desk or adding grab bars
- Flexible scheduling or telecommuting options to accommodate for physical limitations or medical appointments

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- Providing a sign language interpreter or real-time captioning for employees who are deaf or hard of hearing

MENTAL DISABILITIES:

- Providing a quiet workspace for employees with anxiety or sensitivity to noise
- Allowing for flexible scheduling or telecommuting options for employees with mental health conditions
- Providing counseling services or an Employee Assistance Program (EAP) for employees with mental health needs
- Modifying performance evaluations or setting realistic performance goals for employees with mental health conditions

SENSORY DISABILITIES:

- Providing visual aids such as magnifying glasses or large-print materials for employees with visual impairments
- Providing audio aids such as telecommunication devices for the deaf (TDD) or amplified telephones for employees who are hard of hearing
- Providing materials in alternative formats, such as audio tapes or Braille, for employees with visual impairments

COGNITIVE DISABILITIES:

- Providing additional training or job coaching for employees with cognitive disabilities
- Providing written instructions or visual aids to assist with job tasks
- Allowing extra time for completing job tasks or breaking down tasks into smaller, manageable steps

It is important to note that the specific accommodations provided will vary based on the individual's needs and limitations.

The interactive process between the employee, the supervisor, and HR will determine the most appropriate accommodations for each individual case.

PROCEDURE FOR REQUESTING ACCOMMODATIONS:

- Employees with disabilities who need an accommodation should inform their supervisor or HR representative as soon as possible.

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- The employee should provide a written request for the accommodation, which should include a description of the accommodation needed and the reason for the request.
- Our organization will engage in an interactive process with the employee to determine the appropriate accommodations and make any necessary changes to the work environment or job responsibilities.
- HR will work with the employee and their supervisor to review the request and determine the appropriate accommodation.
- Any accommodations made will be confidential and not disclosed to others unless necessary for the provision of the accommodation.
- Employees are not required to pay for accommodations unless otherwise specified by law.
- The employee and HR will document the accommodation agreement and the steps taken to implement it.

RESPONSIBILITIES:

- Employees with disabilities are responsible for requesting accommodations in a timely manner and cooperating with HR in the interactive process.
- Supervisors and HR representatives are responsible for ensuring that all requests for accommodations are handled promptly and in accordance with this policy.
- Our organization is responsible for providing reasonable accommodations to employees with disabilities and for maintaining the confidentiality of all accommodations made.

CONTACT INFORMATION:

For questions about this policy or for assistance with requesting accommodations, employees should contact their HR representative.

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Approved by:

Date of approval:

Revisions
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