

Policy History
Policy No. HR18
Approving Jurisdiction: President
Administrative Responsibility: Vice President Human Resources
Effective Date: January 1, 2025

Job Accommodations for Employees Policy

A. CONTEXT AND PURPOSE

Kwantlen Polytechnic University (“KPU”) is committed to providing an environment and climate for study, work and participation that:

1. Fosters accessibility and inclusion;
2. Recognizes and meets the diverse needs of its employees; and
3. Promotes human rights, equity and inclusion; and
4. Does not tolerate discrimination.

KPU recognizes its commitment to employees and legal obligation to ensure that it provides the accommodations that employees need to be able to safely participate in work. KPU will provide workplace accommodations up to the point of undue hardship to ensure that employees are not discriminated against and excluded from working and participating because of a protected ground under the BC Human Rights Code.

The purpose of this Policy is to ensure KPU provides accommodations related to an employee’s work environment, responsibilities, schedule, or job assignment to support individual differences. These accommodations aim to remove barriers which prevent an otherwise qualified individual from performing or fulfilling the essential duties of their job based on a prohibited ground as defined by the British Columbia Human Rights Code.

In the event of a conflict between this Policy and applicable laws, KPU will follow the law including but not limited to the British Columbia Human Rights Code.

B. SCOPE AND LIMITS

This Policy applies to all administrative, faculty, staff, student assistants and casual employees (“employees”) of KPU.

C. STATEMENT OF POLICY PRINCIPLES

The following guiding principles inform KPU's accommodation process:

1. **Respect for Dignity**: Employees will be provided accommodations in a manner that is respectful of their dignity.
2. **Fairness and Equitable Opportunity** Employees will receive equitable treatment and protection under this Policy with consideration of their individual needs. Decisions on Accommodation will be made in accordance with applicable law. Employee will not be subject to discrimination or retaliation for requesting or receiving an Accommodation.
3. **Individualization**: Accommodations will be individualized based on the needs of the employee.
4. **Collaboration**: The accommodation process requires active participation and ongoing collaboration between employees and KPU. KPU will work with the employee requesting an accommodation and other key parties (as appropriate) to ensure all relevant information is considered and that the accommodation is appropriate to the needs of the employee.
5. **Accountability and Shared Responsibility**: Due to the collaborative nature of the accommodation process, employees and the employer share a responsibility to ensure accommodation requests are communicated and reviewed. It is the responsibility of each employee to inform their supervisor as soon as possible of any barriers, limitations and/or restrictions that may impact their job performance or compromise their safety or wellbeing. KPU has a responsibility to:
 - a. respond to such requests in a timely manner and act proactively to avoid and mitigate delays;
 - b. consider reasonable and appropriate accommodations options; and
 - c. implement these options through a reasonable and appropriate accommodation plan.
6. **Privacy and Confidentiality**: Accommodation information will be shared as necessary with the employee's consent and in accordance with applicable law. Diagnostic medical information that has been disclosed by the employee will not be shared.
7. **Communication, Clarity, and Transparency**: KPU will provide a clear explanation of the accommodation processes, including individuals/groups/organizations involved throughout the process and will ensure all new and existing employees are provided with access to the *Job Accommodations for Employees Policy*.

D. DEFINITIONS

Refer to Section A of the related Procedure for a list of definitions in support of this Policy.

E. RELATED POLICIES & LEGISLATION

British Columbia Human Rights Code

British Columbia Freedom of Information and Protection of Privacy Act (FIPPA)

Accessible British Columbia Act (ABCA)

AD2 Complaints about Instruction, Services, Employees, or University Policies

EI1 Diversity and Inclusiveness

HR16 Employment Equity

IM2 Freedom of Information

SR12 Emergency Planning

BCGEU Collective Agreement

KFA Collective Agreement

Terms and Conditions of Employment for Administrative Employees

F. RELATED PROCEDURES

HR18 Job Accommodations for Employees Procedure