

PROCEDURE FOR REQUESTING ACCOMMODATION(S) DUE TO DISABILITY

1. Employees requesting accommodation due to a disability must make their request in writing to the Manager, Benefits & Wellness.
2. Nipissing University requires medical documentation from the employee's physician with regard to the accommodations requested. Please note the specific disability or diagnosis does not need to be identified; however, the University must know that the employee has a disability or diagnosis and needs to be accommodated in order to be productive at work.
3. The physician must list the limitations and specific accommodations requested, as well as the rationale of why the employee needs a specific accommodation such as software, hardware, equipment, etc. Please note, if a specific type of hardware is recommended, it must be clearly outlined why one particular type or brand of hardware would be more appropriate or conducive to completing the required duties and responsibilities of the position. If possible, the physician will list several alternative types of software, hardware, equipment or modifications that would accommodate the employee.
4. Nipissing University may request a second medical opinion on the specific accommodations recommended by the employee's physician.
5. The medical documentation will be linked to the physical and mental demands of the position and will clearly identify the objectives of the accommodation. Medical documentation shall be kept separate from the employee's personnel file.

Depending on the employee's duties and responsibilities and the merits of each individual case (case by case and without prejudice), the following will be decided:

- a) who is responsible for making the accommodation(s);
- b) who is involved in making the accommodation(s); and
- c) the timelines for making the accommodation(s).

Nipissing University will provide accommodation in accordance with the Ontario Human Rights Code.