

## Workplace Accommodation Fund Request Guideline

### PREAMBLE

The Workplace Accommodation Fund is administered by Human Resources and has been established in support of the University's compliance with the Ontario Human Rights *Code* and the University's [Accessibility Policy](#). This fund is available to departments or faculties to support the purchasing of ergonomic equipment or services in response to an approved workplace accommodation.

Prior to requesting reimbursement, ensure that you have consulted with the Health and Disability Management Specialist. Funds will only be reimbursed if the specialized goods or services were recommended and approved as part of a formal request for accommodation and as specified in the [Procedures for Accommodating Employees and Job Applicants with Disabilities](#).

The Fund will be used to cover extraordinary costs related to specialized goods or services that promote the recruitment, employment, training and promotion of persons in the workforce covered by the provisions of the appropriate legislation, and to ensure that the shared responsibility of achieving an inclusive university community is achieved.

The amount of funds allocated and the guideline for their disbursement will be reviewed annually by the Director, Human Resources and will include data solicited from the Health and Disability Management Specialist and the HR, Finance and Administrative Officer.

### SCOPE

The Fund applies to all full-time and limited-term academic and staff of the university as well as job applicants of Ontario Tech University.

### CRITERIA

#### Employee:

- Expenses must be for the benefit of a current employee who is covered by the appropriate legislation or policies and has requested accommodation through the Ontario Tech University [Accessibility Policy](#).

#### Job Applicant:

- Funds are available to a department or faculty for supporting job applicants who identify the need for accommodation during the recruitment process. As per the direction on university postings, job applicants are encouraged to contact the Health and Disability Management Specialist directly to arrange an accommodation during the recruiting process for any Ontario Tech University position.

### FUNDING CONSIDERATIONS

#### Supervisor:

- Reimbursement will be provided as a result of an approved accommodation. Prior to requesting Fund support, the Employee must have engaged in the formal accommodation process. If this first step has not been completed, please contact the Health and Disability

Management Specialist and refer to the [Procedures for Accommodating Employees and Job Applicants with Disabilities](#) .

- Options should be considered prior to any request for funds where expenses can be covered through alternative sources of funding (e.g., Workplace Safety and Insurance Board).
- The Fund will only be used for one-time expenditures for a single workspace in a fiscal year to accommodate individual employees, or job applicants who are covered by appropriate legislation or policies.
- It is expected that the department/faculty will fund equipment purchases that are less than \$500.00. The Fund will assist with covering costs that are over and above \$500.00 and that are related to goods and services that have been pre-approved as part of a formal request for disability related accommodation. If the purchase is greater than \$500, the unit will be required to cover the first \$500 of the expense and the remaining cost will be absorbed by the Workplace Accommodation Fund.
- The Fund will be used for the purchase of specialized goods or services to initiate, facilitate or implement the accommodation. Purchases for the purposes of accommodation are to be pre-approved by Human Resources.
- A request for funds to repair or replace equipment and supplies should be done in consultation with the Health and Disability Management Specialist and when appropriate, the Disability Management Service provider will be consulted.

### **Employee:**

- The university has established a list of approved vendors, goods and services from which accommodation supports will be purchased. Employees are required to work with the Health and Disability Management Specialist to select appropriate supports from this approved list.
- In cases where funds are used to purchase specialized equipment, it is to be understood that the equipment is university property and may be taken off campus only for purposes of conducting university business.
- In the event that the Employee leaves the university, or no longer requires the equipment as part of the accommodation, the equipment must be returned to the Employee's Supervisor. These items may be re-deployed to other Employees, as required.

### **Purchasing and Tracking:**

- Department/Faculty are encouraged to use corporate BMO card when making purchases related to this Fund in order to ensure correct allocation of funds through the reconciliation process.
- Tracking and ensuring that the equipment remains university property, is the responsibility of the designate within each department or faculty that is in charge of space and/or equipment allocation. A copy of Workplace Accommodation Fund Request Form related to the accommodation purchase will be provided to the unit designate.

### **WHAT IS NOT COVERED BY THE FUND?**

- Goods or services required by departments or faculties in serving the public (e.g. advertising a University program to the public in formats accessible to people who are blind).
- Goods purchased by a unit which are not to support compliance with the Ontario Human Rights Code and the University's [Accessibility Policy](#), and those that were not incurred as an

approved accommodation based on the university's [Procedures for Accommodating Employees and Job Applicants with Disabilities](#) .

## **FUNDING ADMINISTRATIVE PROCEDURES**

The Employee's Supervisor must complete the Workplace Accommodation Fund Request Form and forward a completed copy to [HRAccessibility@ontariotechu.ca](mailto:HRAccessibility@ontariotechu.ca) after the goods or services have been formally approved by the Health and Disability Management Specialist.

The Health and Disability Management Specialist will review requests and will coordinate the reimbursement of funds with the support of the HR, Finance and Administrative Officer and the designate in charge of space and/or equipment allocation within the Employee's department/faculty.

Once the Workplace Accommodation Fund Request Form has been processed, Human Resources will forward a copy to the Employee, Supervisor, and the designate in charge of space and/or equipment allocation.

### **Questions about completing the Accommodation Request Form?**

Contact: [Tara.Ashley@ontariotechu.ca](mailto:Tara.Ashley@ontariotechu.ca), HR Finance and Administrative Officer

### **Questions about this guideline or disability-related accommodation services?**

Contact: [Julie Day](#) , Health and Disability Management Specialist

## Workplace Accommodation Fund Request Form

Prior to requesting reimbursement, Supervisor's must ensure that they have consulted with the Health and Disability Management Specialist. Funds will only be reimbursed if the specialized goods or services were recommended and approved as part of a formal request for accommodation and as specified in the [Procedures for Accommodating Employees and Job Applicants with Disabilities](#).

Name of Employee requiring accommodation:				
Department/Faculty:				
Supervisor name:				
Employee Banner ID:			Budget code:	
Employee status	full-time Academic	limited-term Academic	full-time Staff	limited-term Staff

**Please provide a copy of the receipt for the following goods and services that apply:**

Category	Description of Item	Total Cost Incurred	Less Department/ Faculty Contribution	Amount Requested
<b>Workstation furniture/equipment</b> (i.e. sit-stand desk, ergonomic desk chair, anti fatigue mat, footrest, ergonomic mouse, antiglare screen etc)			\$500.00	\$
<b>Assistive technology</b> (i.e. screen reading software, speech recognition software, screen magnifier)			\$500.00	\$
<b>Other</b> (please specify)			\$500.00	\$
<b>Total amount of funding requested:</b>				<b>\$</b>

I have provided a copy and have reviewed the Workplace Accommodation Fund Guideline with the Employee affiliated with this request.

**Signature of Supervisor:**

**Date:**

**To be completed by Human Resources:**

<b>Approved by:</b>	<b>Date:</b>
<b>Amount reimbursed:</b>	<b>Account Code:</b>
<b>Signed copies sent to Employee, Supervisor &amp; equipment &amp; space planning designate</b>	

Forward completed forms to [HRAccessibility@ontariotechu.ca](mailto:HRAccessibility@ontariotechu.ca)

**Questions about completing the Accommodation Request Form?**

Contact: [Tara.Ashley@ontariotechu.ca](mailto:Tara.Ashley@ontariotechu.ca), HR Finance and Administrative Officer

This document is available in an alternate format upon request.