

Individual Accommodation Plan Process

Bronte College is committed to accommodating people with disabilities and will use the following process to identify and meet Staff Member accommodation needs.

1. Recognize the need for Accommodation

Accommodation can be

- Requested by the Staff Member
- Identified by the Staff Member's manager

2. Gather relevant information and assess individual needs

The Staff Member is an active participant in this step.

- Information will be collected on the Staff Member's functional abilities, not the nature of the Staff Member's disability
- The Staff Member's personal information, including medical information, is kept secure and dealt with in a confidential manner. It will only be disclosed to individuals who need it to perform the accommodation process
- The Staff Member and his/her manager will work together to find the most appropriate accommodation. A medical or other expert may be engaged (at company's expense) to help determine if/how the Staff Member's needs can be accommodated
- The Staff Member may ask a workplace representative (any staff member chosen by the individual) to participate in the process

3. Write an Individual Accommodation Plan

After identifying the most appropriate accommodation(s), the details will be documented in a written plan, including:

- What accommodation(s) will be provided

- How to make information accessible to the Staff Member, including accessible formats and communication supports
- Staff Member Emergency information and/or emergency response plan
- When the plan will be reviewed and updated

The manager will give the Staff Member in an accessible format (if required), a copy of the individual accommodation plan, or written reasons for denying accommodation.

4. Implement, monitor, and update the Plan

After implementing the accommodation plan, the Staff Member and his/her manager will monitor and review the plan to ensure that it is effective. Formal reviews and updates will take place on the mutually agreed upon, predetermined schedule in the Staff Member's accommodation plan. If the accommodation plan is no longer appropriate, the Staff Member and the manager will reassess the situation and update the plan.

The Accommodation plan will also be reviewed and updated if:

- The Staff Member's work location or position changes
- The nature of the Staff Member's disability changes